



KEENE CITY COUNCIL
Council Chambers, Keene City Hall
June 18, 2026
7:00 PM

ROLL CALL

PLEDGE OF ALLEGIANCE

MINUTES FROM PRECEDING MEETING

- June 4, 2026 Minutes

A. HEARINGS / PRESENTATIONS / PROCLAMATIONS

1. Community Recognition - Keene High School Music Department

B. ELECTIONS / NOMINATIONS / APPOINTMENTS / CONFIRMATIONS

C. COMMUNICATIONS

1. Kenneth Kost - Update on Neighborhood Stewardship of 100 Church Street and Request for Permanent Pocket Park Designation
2. Councilor Greenwald - Conflict of Interest - Old Elm Street ROW Discontinuance (Resolution R-2026-22)
3. Councilor Jones - Request to Consider Additional Land Use Definitions in the Land Development Code
4. Harris Center for Conservation Education - Amphibian Crossing Program Update

D. REPORTS - COUNCIL COMMITTEES

1. Keene Elm City Rotary Club - Request to Use City Property - Clarence DeMar Marathon - September 27, 2026
2. Keene Music Festival - Request to Use City Property – Keene Music Festival - September 5, 2026
3. Warrant for Unlicensed Dogs - City Clerk

4. Public Works Department Benchmarking & Strategic Plan – Consultant Selection - Public Works Director
5. Authorization to Execute Monadnock T-Hangar Corporation Lease Agreement - Airport Director
6. Informational Update on the status of Public Works' FY26 Operating Budget - Public Works Director
7. Engineering Services – Court Street Well Field Upgrade Project - Assistant Public Works Director

E. CITY MANAGER COMMENTS

F. REPORTS - CITY OFFICERS AND DEPARTMENTS

1. Residential Property Revitalization Zone (RPRZ) (RSA 79-E:4-b) Application for 429 Elm Street

G. REPORTS - BOARDS AND COMMISSIONS

1. Resignation - Charles Redfern - Energy & Climate Committee - City Planner

H. REPORTS - MORE TIME

1. Councilor Ruttle-Miller - Request to Reinstate the College City Commission
2. Mayor Kahn - Potential Expansion of Permitted Uses in Commerce, Industrial, and Industrial Park Zones
3. Execution of a Change Order for Engineering Services with McFarland Johnson - City Engineer

I. ORDINANCES FOR FIRST READING

J. ORDINANCES FOR SECOND READING

1. Relating to the Definition of "Family" Ordinance O-2026-02

K. RESOLUTIONS

L. UNFINISHED BUSINESS TABLED TO 6/18/2026 COUNCIL MEETING

1. Fiscal Year 2027 Wage Schedules Ordinance O-2026-11

2. Relating to Appropriation of Funds for the FY 2026-2027 Bond Issues: Ashuelot River Green Space, Downtown Infrastructure Improvements & Reconstruction Project, Gilbo Ave Solar Pavillion Project, Lower Winchester Street Reconstruction, Roadway Preservation & Rehabilitation Program, Robin Hood Park Improvement Project, Stormwater Resiliency Program, Martell Court Bypass Project, Downtown: Sewer Improvements Program, Water Distribution Improvements Program.
Resolution R-2026-10
Resolution R-2026-12
Resolution R-2026-13
Resolution R-2026-14
Resolution R-2026-15
Resolution R-2026-16
Resolution R-2026-17
Resolution R-2026-18
Resolution R-2026-19
Resolution R-2026-20
3. Relating to the 2026/2027 Fiscal Year Budget
Resolution R-2026-09-C

NON PUBLIC SESSION

ADJOURNMENT

A regular meeting of the Keene City Council was held on Thursday, June 4, 2026. The Honorable Mayor Jay V. Kahn called the meeting to order at 7:01 PM. Roll called: Randy L. Filiault, Michele A. Chalice, Catherine I. Workman, Bryan J. Lake, Jacob R. Favolise, Laura E. Tobin, Robert C. Williams, Philip M. Jones, Kris E. Roberts, Bettina A. Chadbourne, Edward J. Haas, Laura E. Ruttle-Miller, Molly V. Ellis, Thomas F. Powers, and Mitchell H. Greenwald were present. Councilor Roberts led the Pledge of Allegiance.

MINUTES OF THE PRECEDING MEETING

A motion by Councilor Greenwald to adopt the May 21, 2026 meeting minutes as presented was duly seconded by Councilor Powers. The motion carried unanimously with 15 Councilors present and voting in favor.

ANNOUNCEMENTS

Mayor Kahn announced upcoming dates of interest in June 2026:

- Thursday, June 4, 2026: The season opener for the Keene SwampBats. Their next game will be Saturday June 6, 2026 at 6:30 PM on Alumni Field. Mayor Kahn encouraged supporting the team that brought a conference championship to the City of Keene in 2025 as they defend their title.
- Friday, June 5, 2026 through Sunday, June 14, 2026: Keene Art Walk sponsored by Monadnock Arts Alive
- Saturday, June 6, 2026:
 - Taste of Keene Food Festival from 11:30 AM to 3:30 PM: Buy tokens online at <https://www.tasteofkeene.com>. They will also be on sale during the event at the event headquarters located at the head of Central Square by the flagpole.
 - Goose Pond Spillway Bridge dedication at 10:00 AM sponsored by the Parks and Recreation Department. This was a donor-sponsored contribution to the City, which the Mayor called a vast improvement, so people no longer must walk through the spillway. He thanked the Savings Bank of Walpole, who was a generous donor for that project.
 - New Hampshire D-Day Remembrance Day
- Saturday, June 13, 2026:
 - Annual Keene Outdoor Craft-fest & Classic/Muscle Car Exhibition at Keene Middle School
 - Jazz orchestra concert at the Keene Middle School
- Sunday, June 14, 2026: U.S. Army 251st Anniversary
- Friday, June 19, 2026: Juneteenth Celebration sponsored by the Human Rights Committee at Fuller Park
- Tuesday, June 30, 2026: City Council Fiscal Policies Workshop at 6:00 PM in the Council Chambers

The Mayor also congratulated MoCo Arts on the tremendous success of its production of *A Midsummer Night's Dream* at The Colonial Theatre on May 30, 2026, and May 31, 2026. The performance showcased the remarkable talent and artistry of students from second grade through high school, and he thanked MoCo Arts, its sponsors, volunteers, families, and supporters for

enriching the community through the arts. Mayor Kahn commented on the 150 kids who participated in the event who were dancing hip hop, ballet, and tap.

Lastly, Mayor Kahn encouraged local businesses, organizations, schools, civic groups, and communities throughout the Monadnock Region to sign up to participate in the Monadnock 250 Parade on July 4, 2026, celebrating the 250th anniversary of the Declaration of Independence. Register today at <https://www.monadnock250.com> to be a part of this community celebration. Community organizations who sign up will receive a banner to use as they march down the street. The deadline to sign up was the week of this meeting.

PUBLIC HEARING - PROPOSED FISCAL YEAR 2026-2027 OPERATING BUDGET

The Mayor announced that there were copies of the budget books available, as well as a QR code to download the budget book in advance of the Public Hearing.

Mayor Kahn opened the Public Hearing at 7:10 PM and the City Clerk read the Notice of Hearing.

The Mayor noted at this point in this process, the City Manager had presented a set of recommendations to the City Council clearly pointed out in the budget proposal. The Finance, Organization and Personnel Committee (FOP) spent approximately one month going through the Budget section by section, hearing from department directors about their budgets, any changes or accomplishments over the past year, and goals that they have for the coming year. There were opportunities for the Committee to make amendments to the Budget at their last meeting, so the public would notice that some of the numbers had been altered, and the Mayor would highlight any significant changes. Following this hearing, there would be no further public testimony unless it is in written form and there would be no further consideration by the FOP Committee. The next consideration of the budget would be by the full Council on June 18, 2026 and the public must provide any written comments by June 9, 2026 at 1:00 PM to the City Clerk. Those written comments must be signed and submitted to the City Clerk, and they will be read the record of the FOP Committee at its June 11, 2026 meeting. Mayor Kahn welcomed the Finance Director / Treasurer, Kari Chamberlain to the dais. The Mayor went through the Budget department by department, welcoming members of the public to offer comments on any section.

The Mayor provided page number references corresponding to the first page on which the applicable department or budget item is presented to assist the public following along via the budget book posted online.

Overview (p. 6): Mayor Kahn said the proposed fiscal 27 operating appropriations of all funds is now \$80,225,389 with only \$32,941,678 raised by property taxes. The operating budget has about \$20 million of funds that are raised in other manners: intergovernmental transfers, grants, and license fees, etc. That brings the general Operating Budget up to approximately \$52,000,000. The total amount that is raised through property taxes is less the amount that goes to the war services credits. So, the gross property tax effort is \$33,381,578 and that includes \$439,900 for war service credits that are authorized by the state and the City Council. Overall, this budget is increased by \$2.6 million over the budget of FY 26. That represents an 8.3% increase in the

overall adopted budget. That sits within the City Council's Fiscal Policy guidance and has a tax impact of \$1.14 on the City tax rate. To cover what are the major drivers to the \$2.6 million increase: \$1.4 million is for salary and benefits that are either negotiated or part of a 3% general increase in salaries. There is a \$560,000 staffing increase for the Fire Department to lift the staffing levels per shift to 12 from the current level of 11. The remaining \$600,000 is distributed to cover all other kinds of expenses, including some program increases. The Mayor explained he would highlight any program changes while going through the Budget. Overall, the proposed tax rate when including local education tax, the state tax, and the County's increase, would have an overall increase that is 9.86% over the fiscal year 2026 rate and it could bring the rate to over \$37 per thousand. However, the Mayor wanted to remind the public that this is a reevaluation year. The reevaluation will drive that number down by possibly 30% based on current Department of Revenue Administration guidance. Debt service is also included in this budget and sits within the 12% cap that is set in the fiscal policy guidance. The debt level is at \$4.9 million.

Elected and Appointed Officials (p. 37): The smallest part of the Budget are the Mayor and Council's portions, with a total appropriation of \$287,548. The Finance Committee altered some of that Budget: a \$3,500 increase for training opportunities for the Mayor and Council attending events, conferences, and trainings; a \$3,000 increase for the Human Rights Committee; and a reduction of \$450 to eliminate a Sentinel subscription that was offered at a discount for Council members.

Outside Agency Funding (p. 42): This year has total funding of \$334,764.

Community Funded Events (p. 45): This includes support for events such as the Independence Eve Fireworks, 4 on the 4th Road Race, Clarence DeMar Marathon, and Keene Music Festival. This budget represents the cost to cover budgeted in-kind services provided by the City for public safety.

Alan Stroshine (of 27 Salisbury Road) is Race Director for the Clarence DeMar Marathon and a proud member of the Keene Elm City Rotary, which is the direct beneficiary of the Community Funded Events. He was simply present to say thank you for the Council's long-standing support of this event, which would be the 48th Clarence DeMar Full Marathon and 12th Half Marathon, in addition to the Kids' event and Super Senior event, all being held on Sunday, September 27, 2026. He is eternally grateful for the relationship the Marathon has with the City. The partnership with the City makes the event better. Every single year, they spend a lot of time together with City staff (during the protocol process) going over, updating, and improving protocols so that the community is safe, runners are safe, visitors are safe, and it is a very successful event. He extended his thanks and does not take the support for granted. Mayor Kahn thanked him for his comments, stating the dollars the City puts forward are minuscule compared to the total volunteer efforts that go into these events; the funds raised independently by the sponsoring groups far surpass whatever the City is putting forward. He said it also brings the City recognition to host these events. Mr. Stroshine agreed it is significant as this year their event is expected to have participants from 35 states, Canada, and the U.K. represented. And, all these participants will be visiting Keene.

Michael Remy (of 55 Castle Street) was present as Vice President of the Board for Let It Shine, which puts on the Pumpkin Festival, and President of the Board for TOK, Inc., which is taking over Taste of Keene in 2027 from Keene Young Professionals Network who had put on the event for five years. Taste of Keene would still be the same event in the future, just under its own organization named TOK, Inc. Both events would be working around the downtown construction; the Pumpkin Festival will be getting creative with placement of the pumpkin tower. He invited everyone to the 2026 Taste of Keene Food Festival on Saturday, June 6, 2026, from 11:30 AM to 3:30 PM. Mayor Kahn thanked Mr. Remy for all his efforts, calling it a great kickoff to the summer season.

Councilor Jones reminded the public and newer Councilors that Community Funded Events are not money paid out but in-kind services the City performs and for accounting purposes, numbers are assigned.

Capital Appropriations FY 2027–2033 (p. 49): To cover the costs of the downtown project, there are dollars added into this budget that are a part of the overall debt financing and use of fund balance as well. In this budget and in the CIP plan, there is \$5.6 million appropriated to the downtown project and that is added to dollars previously assigned. Mayor Kahn said capital appropriations are not funded by debt and in this Budget, they total \$7,367,049. He highlighted the inclusion of sidewalks and street improvements and funding for the Robin Hood Park improvements.

City Manager (p. 53): The recommended appropriation is \$863,022. This includes the restructuring of the energy management program. This actually manifests savings in the City Manager's Budget for the coming year.

City Attorney (p. 61): Total amount recommended is \$489,275. There are no significant changes in that budget.

City Clerk (p. 63): This includes document storage and the total amount for the year is \$796,808.

Assessing (p. 72): The total amount for the Assessor's budget is \$483,799. There are no significant changes other than to say that the revaluation is this year, and some additional small dollar amount was added to the Budget.

Human Services and Collections (p. 78): The total amount recommended is \$4,066,899. In this section is a \$50,000 increase to the Human Services budget. It is the amount that the City set aside this year with an Operating Budget change to support the warming center in collaboration with Hundred Nights Shelter and United Church of Christ and a number of other volunteer organizations in the City.

Human Resources (p. 88): The Budget is \$794,877. This includes some of the benefits programs that the City offers to employees.

Information Technology (p. 93): This total Budget is \$2,187,156. It includes dollars for moving some services to cloud-based software, which is enabling some workplace efficiencies in several

departments in the City, as well as some cyber security provisions now that we are in the cloud-based world. Between those, that is \$107,000.

Fire (p. 99): The total Budget is \$10,489,601, which includes the \$525,460 addition for four additional firefighters', personnel expenses, uniforms, and training expenses. It would substitute for significant overtime expenses, which exceed the budgeted amount increase. That is largely due to emergency ambulance services that the City has picked up with the loss of a private provider. Mayor Kahn said safety is job number one for the City and the Fire Department, and having this fourth person on each shift is an essential part of the Budget. In addition to this is an increased dispatch expense; these are dispatch services that the City is billed for at \$103,000 in this budget. The proposal for additional firefighters was adopted at the prior FOP Committee meeting after a significant amount of study was done by the department.

Library (p. 107): The total amount required for the library in the coming year is \$2,031,983.

Parks and Recreation (p. 112): This Budget totals \$2,366,304 and includes a \$15,000 appropriation to replace the boiler at the Sumner Knight Chapel in the cemetery on Washington Street, which the Mayor called a necessary improvement. The Budget also includes some resurfacing at the Wheelock Park and Knight Street recreation courts. There were some significant programming suggestions for after school, summer, and for activating a volunteer network.

Facilities (p. 123): A \$1,898,777.00 appropriation. This includes a \$25,000 request to repair the geothermal system, which is needed at the Public Works site on Marlboro Street.

Police (p. 133): The total amount recommended for the year is \$9,520,965. That is a decrease in the Police Department Budget year over year because of vacancies that have been unable to be filled. Yet, Mayor Kahn said there are sufficient funds to fill the additional vacancies that exist within the department. Anyone interested in joining the Keene Police Department, please talk to Chief Stewart.

Airport (p. 143): The budget is \$902,000.

Community Development Department (p. 150): That budget is \$1,693,000 and includes the movement of a part-time planner position that is currently funded out of the General Fund to a full-time Assistant Sustainability Planner, with additional duties that support the Department. That additional funding is a part of a donation that was solicited by the Energy and Climate Committee that carries a three-year \$25,000 commitment that is enabling the City to move to a full-time position. The Mayor said this position should help with implementing Master Plan efforts and its major environmental initiatives.

Public Works (p. 160): Requires an appropriation of \$5,924,121. This includes \$30,000 additional dollars for tree replacement, and \$75,000 additional dollars for street lighting replacements with LED fixtures around the City.

Peter Hansel (of 61 Bradford Road) spoke in favor of the Assistant Sustainability Planner position, which he believed would be a part-time role to start. He encouraged the Council to keep the position in the Budget. He was helpful in raising some of the private funds that are going to this position and thinks it is a unique opportunity for Keene to demonstrate to other communities around the state the possibility of having a public/private venture like this. He said the Mayor mentioned \$25,000 and said that is a per year for three years commitment from private donors to the Budget. He said the hope is this position will demonstrate savings to the City and other useful opportunities to be more sustainable going forward. Mr. Hansel said there is a wonderful plan for achieving energy sustainability in Keene and the City has taken a leadership position around in the state on that vein. This would allow the City and the Energy and Climate Committee to be more effective and do more than they can now with just volunteers. So, Mr. Hansel urged the Council to keep this position in the Budget.

Dee Robbins (of 11 Hancock Street) has been a resident of Keene since 2004 and was present to support the Assistant Sustainability Planner position. She has been involved with the Keene Clean Energy Team since its inception in 2017 and wanted to make some points. She read some consistent things in the 2007 Keene Climate Adaptation Plan and 2025 Comprehensive Master Plan. First, is that this is hard work that really requires a sustainability coordinator. She read from the 2007 Climate Adaptation Plan, “first steps to begin implementation and ensure long-term success to ensure the longevity of the City's climate protection planning efforts, Keene should consider hiring a sustainability coordinator as recommended in the CCP Action Plan and reiterated in this document.” So, she said this had been suggested for a long time. The 2025 Master Plan also noted strong public support. Ms. Robbins cited her experiences with 500 people marching in the Climate March in 2017 to the more than 40 people on the Clean Energy Team, the Resolution for 100% Renewable Energy, and an interfaith Climate Café with more than 100 people from five faith traditions in the community, including an Abenaki speaker. Wherever she goes, she hears plenty of support for this position. Ms. Robbins quoted the 2025 20-Forward Master Plan, from the sixth Strategic Pillar – Flourishing Environment, “there is an established and strong environmental stewardship ethos in Keene.” She said that is absolutely her experience of Keene and she hoped the Council would take that seriously as the public is hoping to move forward with this energy plan.

Mayor Kahn moved from the Operating Budget to the enterprise budgets. These are self-supporting entities that include water and sewer utilities. To support the budgets for these two services, there is a recommended 5% rate increase for most of the charges that are for sewer and water in the coming year. As offered testimony, Mayor Kahn said these are trying to play catch up for the failure to adjust rates in past years and is a second year of moving towards trying to recover not just the inflation over this anticipated year but trying to recover a couple of percent per year for the lack of increases in the past.

Sewer Fund (p. 208): Covering \$6,948,343 dollars. There are a number of specific project improvements: insulated doors at the loading dock, increased costs related to chemical expenses for the Wastewater Treatment Plant (WWTP), increased fees for sludge hauling and disposal, and some solar devices that are being acquired to save additional operating dollars in the future. In the capital projects that are being taken on for fiscal 27, the Mayor said there are a couple that are significant to the City's future. One is at the Black Brook Pump Station. That is a long

distance to get to the WWTP, so upgrading that pump station is a pretty important step to further development in that area and sustaining the development that exists. There is also the Martell Court bypass project, which is providing some insurance for the City to ensure the wastewater that needs to get to the plant is in fact reaching there, and there is no single point of failure in the system.

Water Fund (p. 223): Raising \$5,310,000 in the coming year. This includes dollars that relate to paving. That is an increased expense related to the main water breaks the City experienced. There is also an ongoing effort to refurbish the Court Street pump station. That will require additional expenses in the coming year. They are also facing increased chemical testing expenses, as well capital improvements, which are being covered, that are a part of the improvement program for fiscal 27, including the Fox Avenue and Glen Road pump stations.

PC Replacement Fund (p. 189): Raising \$72,000 in total appropriation for the year.

Equipment (Fleet) (p. 238): This is for all the vehicles that the City uses, including emergency services as well as the Public Works Department, and more. That budget is \$3,022,997 and is also mostly on a chargeback system.

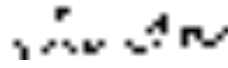
Parking Fund (p. 176): A special revenue raising \$1,216,000 and that includes dollars for capital improvement on the City parking structure, which is ongoing currently.

Solid Waste (p. 195): Also a special revenue fund that includes the Landfill and Transfer Station. The total amount being raised here is \$6,026,984 and includes a reduction in personnel expenses related to some transition in personnel. It includes for fiscal 27 a climate-controlled processing project, as well as an important project for fire suppression systems related to lithium batteries or other failures.

With no further public comments, Mayor Kahn closed the public hearing at 7:59 PM, except for written public comments, which would be accepted until 1:00 PM on Tuesday, June 9, 2026. Written comments must be signed and submitted to the City Clerk by that date and time to be included in the record. No further public comments would be accepted after this submittal deadline.

The Mayor also reminded the Councilors that their Rules of Order require them to submit a written communication to the City Clerk containing any proposed amendments to the Budget Resolution. The deadline for City Councilor submittal is 4:00 PM on Tuesday, June 16, 2026. The Mayor encouraged them to submit any proposed changes as soon as possible to allow staff review. Any communications received would be placed on the June 18, 2026, Council agenda for consideration prior to the adoption of the Budget Resolution.

Finally, copies of Section 15 of the Rules of Order related to Voting and Conflicts of Interest were provided to Councilors and they were asked to review them to ensure any conflicts related to them or their household members were disclosed, particularly those related to specific changes requested for any of the outside agencies receiving funding in the budget, as they would need to acknowledge the conflict and vote on these allocations separately to allow recusal.

A true record, attest: 
City Clerk

CONFIRMATION - ASHUELOT RIVER PARK ADVISORY BOARD

Mayor Kahn nominated Richard Roth to serve as an Alternate Member of the Ashuelot River Park Advisory Board, with a term to expire December 31, 2027. A motion by Councilor Greenwald to confirm the nomination was duly seconded by Councilor Powers. The motion carried unanimously on a roll call vote with 15 Councilors present and voting in favor.

COMMUNICATION - KEENE MUSIC FESTIVAL - REQUEST TO USE CITY PROPERTY –
KEENE MUSIC FESTIVAL - SEPTEMBER 5, 2026

A communication was received from Pablo Fleischmann requesting the annual license for use of downtown City property on September 5, 2026, to conduct the Keene Music Festival. Mayor Kahn referred the communication to the Planning, Licenses and Development Committee.

COMMUNICATIONS - COUNCILOR HAAS - REQUEST FOR PROJECT INFORMATION
SIGNAGE AND ENHANCED PUBLIC OUTREACH FOR CAPITAL PROJECTS;
ELIZABETH HANSEL - REQUEST FOR RESOLUTIONS REGARDING SINGLE-USE
PLASTIC REDUCTION; *AND* SKYE STEPHENSON - TREE REPLACEMENT ALONG
MAPLE AVENUE

The first communication was received from Councilor Ed Haas requesting the City enhance public communication regarding capital projects by providing project information and design details on site once the final design has been approved, as well as during project implementation; he also requests that community meetings be held as major projects move from concept to final design and construction to provide residents with project updates. A second communication was received from requesting Elizabeth Hansel, on behalf of members of the St. James Church Creation Care Committee, requesting that the City take action to reduce plastic waste; the letter requests that the City adopt a resolution eliminating the purchase and use of single-use plastic bags, food service products, and Styrofoam containers by the City and at City-sponsored events, and to adopt a resolution urging the New Hampshire Legislature to enact a statewide ban on single-use plastics in businesses. A third communication was received from Skye Stephenson requesting that the City plant one or more Liberty Elm Trees as replacements for some of the trees that were removed along Maple Avenue. Mayor Kahn referred the communications to the Municipal Services, Facilities and Infrastructure Committee.

MSFI REPORTS - TERRI O'RORKE - REQUEST TO ADDRESS NUISANCE DOG
BARKING DURING DAYTIME HOURS; REPORT OUT - CONCERNS RELATING TO
CARS CONGESTING ROYAL AVENUE DURING SCHOOL PICK-UP; *AND* NHDOT
RECONSTRUCTION OF RT. 101 - PROJECT UPDATE

The first Municipal Services, Facilities and Infrastructure Committee report was read, unanimously recommending accepting the communication Request to Address Nuisance Dog Barking During Daytime Hours as informational. A second Municipal Services, Facilities and Infrastructure Committee report was read, unanimously recommending accepting the Report Out on Concerns Relating to Cars Congesting Royal Avenue During School Pick-Up as informational. A third Municipal Services, Facilities and Infrastructure Committee report was read, unanimously recommending accepting the report from the NH Department of Transportation (NHDOT) as informational. Mayor Kahn filed the three reports as informational.

MSFI REPORT - COURT STREET WATER MAIN REPLACEMENT PROJECT - PROJECT EASEMENTS

A Municipal Services, Facilities and Infrastructure Committee report was read, unanimously recommending the City Manager be authorized to do all things necessary to negotiate and execute temporary access agreements and permanent easements with the affected property owners necessary for construction and future maintenance of the Court Street River Crossing Water Main Replacement Project. A motion by Councilor Greenwald to carry out the intent of the Committee report was duly seconded by Councilor Workman. The motion carried unanimously with 15 Councilors present and voting in favor.

MSFI REPORTS - STAFF REPORT - CHEMICAL DETECTIONS IN GROUNDWATER; AND DOWNTOWN INFRASTRUCTURE PROJECT UPDATE

The first Municipal Services, Facilities and Infrastructure Committee report was read, unanimously recommending accepting the Report Relative to Chemical Detections in Groundwater as informational. A second Municipal Services, Facilities and Infrastructure Committee report was read, unanimously recommending accepting the Downtown Infrastructure Project Update as informational. Mayor Kahn filed the reports as informational.

FOP REPORT - APPOINTMENT OF EMERGENCY MANAGEMENT DIRECTOR EFFECTIVE JULY 1, 2026

A Finance, Organization and Personnel Committee report was read, unanimously recommending in accordance with RSA 21-P:39, I and City Code of Ordinances Section 30-58(a), the appointment of Rick Wood as the City's Emergency Management Director effective July 1, 2026. A motion by Councilor Powers to carry out the intent of the Committee report was duly seconded by Councilor Greenwald. The motion carried unanimously with 15 Councilors present and voting in favor.

FOP REPORT - EXECUTION OF CONTRACT - DESIGN SERVICES FOR ASHUELOT RIVER PARK GREENSPACE PLAYGROUND CONSULTANT SELECTION

A Finance, Organization and Personnel Committee report was read, unanimously recommending that the City Manager be authorized to do all things necessary to negotiate and execute a professional service contract with Lu-La Studio for conceptual design services required for the Ashuelot River Park Greenspace project for an amount not to exceed \$34,980.00 with funding to

come from Project Cost Center (65M002BB-300-O-521020). A motion by Councilor Powers to carry out the intent of the Committee report was duly seconded by Councilor Lake. Mayor Kahn noted that this is funding from an anonymous donor. The motion carried unanimously with 15 Councilors present and voting in favor.

FOP REPORT - EXECUTION OF CONTRACT - FIRE DEPARTMENT – PROFESSIONAL HEALTH SERVICES (PHS)

A Finance, Organization and Personnel Committee report was read, unanimously recommending that the City Manager be authorized to do all things necessary to execute a contract with Professional Health Services (PHS) to provide NFPA 1582 occupational medical physicals. A motion by Councilor Powers to carry out the intent of the Committee report was duly seconded by Councilor Lake. The motion carried unanimously with 15 Councilors present and voting in favor.

FOP REPORT - ACCEPTANCE OF 2025 FEMA SAFER GRANT

A Finance, Organization and Personnel Committee report was read, unanimously recommending that the City Manager be authorized to do all things necessary to apply for the 2025 FEMA SAFER Grant. A motion by Councilor Powers to carry out the intent of the Committee report was duly seconded by Councilor Lake. The motion carried unanimously with 15 Councilors present and voting in favor.

FOP REPORT - EXECUTION OF AN AGREEMENT WITH WRIGHT PIERCE FOR ENGINEERING SERVICES DURING CONSTRUCTION FOR THE MARTEL COURT PUMP STATION BYPASS FORCE MAIN PROJECT

A Finance, Organization and Personnel Committee report was read, unanimously recommending that the City Manager be authorized to do all things necessary to negotiate and execute an agreement with Wright Pierce for the scope of Engineering Services during Construction for the Martel Court Sewer Pump Station Bypass Force Main Project (32JM012A) in an amount not to exceed \$465,000. A motion by Councilor Powers to carry out the intent of the Committee report was duly seconded by Councilor Lake.

Councilor Haas emphasized that this is building resilience into the City's systems. He said that a lot of times, capital projects get done, and things get forgotten, particularly that they must be maintained. You must have a way to bypass things when they are maintained now. Some things can be shut off for a while and others can be just left off. But, things like sewer treatment, like water, and other critical utilities—the City must be able to maintain them and have the ability to take them offline during maintenance. So, looking forward to future capital expenses, Councilor Haas said we always have to think about what the bypass is if something goes wrong. He was sure this vote would pass but asked Councilors to keep it in mind for the future.

The motion to carry out the intent of the FOP Committee report carried unanimously with 15 Councilors present and voting in favor.

FOP REPORT - EXECUTION OF A CONTRACT CHANGE ORDER FOR CONSTRUCTION SERVICES WITH VORTEX FOR THE FY26 STORMWATER SPOT REPAIRS PROJECT

A Finance, Organization and Personnel Committee report was read, unanimously recommending that the City Manager be authorized to do all things necessary to negotiate and execute a contract change order with Vortex in an amount not to exceed \$78,000 for the FY26 Stormwater Spot Repairs project. A motion by Councilor Powers to carry out the intent of the Committee report was duly seconded by Councilor Lake. The motion carried unanimously with 15 Councilors present and voting in favor.

CITY MANAGER COMMENTS

The Deputy City Manager, Rebecca Landry, reported that Councilors were provided with binders on their desks relating to the downtown project. Staff had been learning from other communities as the downtown project had evolved over the years, and one of the key takeaways was for the Public Works team to pull together this binder. Over the coming months and phases of the project, businesses will have the opportunity to add documents to this binder that are important to their understanding of the project and the impact it will have on their businesses. The intention is for these to be a handy reference for business owners affected by the project. The binder already contains an overview of the projects, background information, contact lists, and that type of information. As more information becomes available, such as detailed construction schedules, staff will distribute this additional content. Section Five is reserved for the Downtown Business Group and information that they wish to disseminate to the business owners.

REPORTS - CITY OFFICERS AND DEPARTMENTS - 2025 HAZARDOUS MATERIALS EMERGENCY PREPAREDNESS - GRANT MATCH CORRECTION

A memorandum was received from Fire Chief Jason Martin, requesting that the City Council correct its prior approval of the 2025 Hazardous Materials Emergency Preparedness Grant to reflect the correct in-kind soft match amount of \$1,799.25, and authorize correction of the background information previously provided to Council regarding this grant award. A motion by Councilor Powers to suspend Section 26 of the Rules of Order to introduce and act on the correction of the grant match was duly seconded by Councilor Lake. The motion carried unanimously on a roll call vote with 15 Councilors voting in favor.

A motion by Councilor Powers was duly seconded by Councilor Lake to correct the prior approval of the 2025 Hazardous Materials Emergency Preparedness Grant to reflect the correct in-kind soft match amount of \$1799.25, and authorize correction of the background information previously provided to Council regarding this grant award. The motion carried unanimously with 15 Councilors present and voting in favor.

REPORTS - CITY OFFICERS AND DEPARTMENTS - WARRANT FOR UNLICENSED DOGS - CITY CLERK

A memorandum was received from City Clerk Terri Hood, recommending that the list of unlicensed dogs be referred to the Planning, Licenses and Development Committee for their

review and recommendation regarding issuance of the warrant for unlicensed dogs including authorization to issue forfeiture fines pursuant to NHRSA 466:14. Mayor Kahn referred the list of unlicensed to the Planning, Licenses and Development Committee.

Mayor Kahn noticed the number of unlicensed dogs was less than some past years, so he congratulated the City Clerk and thanked the dog owners who were complying to a greater extent than in the past. The City Clerk agreed she was very happy about it.

ORDINANCE FOR SECOND READING - RELATING TO WATER & SEWER UTILITY CHARGES - ORDINANCE O-2026-07

A Finance, Organization and Personnel Committee report was read, unanimously recommending the adoption of Ordinance O-2026-07. Mayor Kahn filed the report. Ordinance O-2026-07, Relating to Water and Sewer Utility Charges, read for a second time. A motion by Councilor Powers to adopt Ordinance O-2026-07, with an effective date of July 1, 2026, was duly seconded by Councilor Lake. The motion carried on a roll call vote with 14 Councilors voting in favor and one Councilor voting in opposition. Councilor Workman voted in the minority.

ORDINANCE FOR SECOND READING - FISCAL YEAR 2027 WAGE SCHEDULES ORDINANCE - O-2026-11

A Finance, Organization and Personnel Committee report was read, unanimously recommending the adoption of Ordinance O-2026-11. Mayor Kahn tabled the Ordinance until the June 18, 2026, City Council Meeting to be taken up after the Budget adoption.

RESOLUTION - REQUESTING TERMINATION OF STATE OF NH POLICIES AND DOWNSHIFTS THAT BURDEN LOCAL PROPERTY TAXPAYERS FOP COMMITTEE REPORT AND RESOLUTION R-2026-23

A Finance, Organization and Personnel Committee report was read, unanimously recommending that the City Manager be directed to introduce a resolution for consideration at the next City Council meeting requesting an end to state downshifting and unfunded mandates that increase pressure on local property taxpayers. A motion by Councilor Powers to carry out the intent of the Committee report was duly seconded by Councilor Lake.

Councilor Jones said this is just a communication tool to the State Legislators, Executive Councilors, and the executive level being the Governor. He said Keene is not the first to have mentioned these problems; in March and April 2026, there were over 50 warrant articles from the SB-2 towns supporting these same issues. He said the problems that are hampering cities are ubiquitous across the state. So, Councilor Jones called this Resolution a communication tool to all the above-mentioned people, letting them know that the Council is concerned about what is happening and what is downshifting to the City at this level. He said, having been up in Concord, that the message was not reaching the Legislators. He said the Committee agreed to send the letter to all the Legislators, Executive Councilors, and the Governor to try and express the Council's concerns to them all. Mayor Kahn thanked Councilor Jones for bringing this forward, calling it a sign of leadership. Whether this action by the City of Keene has an impact

immediately or it is a cumulative effect that other towns will join over the next legislative season, the Mayor thinks it is an expression that many towns ought to be wanting to reiterate on their behalf. He said putting the two dollar amounts together for Rooms and Meals and for the Retirement expenses accounts for approximately 4% of the City's budget, or a couple of million dollars being compensated by a tax rate. Mayor Kahn called the impact significant.

Councilor Haas appreciated the detail in this now-living document, which he said everyone should carry with them as they go around the state, visit with other communities, and make them aware of what these numbers really are. He thanked the Committee for putting something together in hard copy and Councilor Jones for initiating it. Mayor Kahn also thanked the City Manager for hearing the testimony, as the \$2 million impact could now be cited.

Councilor Favolise said one thing the Council should think about moving forward is whether specifically addressing this to the Governor by name is helpful or harmful to the Council's message and focus on the issue. Mayor Kahn appreciated any specificity the Councilor wished to offer. The Mayor continued that the intent was to send the Resolution to all 430 elected officials in the state. Councilor Favolise noted that in reading "therefore be it resolved..." that the Governor was the only individual called out by name. Mayor Kahn asked if the Councilor wanted to offer an amendment. Councilor Jones noted the letter would be meant for the Governor in general, but we specifically have one Governor. That was the only reason why the Governor's name was there. He said it could be changed and generalized to just say "the Governor" if the Council so wishes.

Councilor Ruttle-Miller said the reason why she thought this Resolution was so important is that at this year's State of the State (in February 2026) the executive stood up and said that the reason why costs are unmanageable is because of all of the cities and towns and that it has nothing to do with the state level. Councilor Ruttle-Miller thinks this was a direct reflection of comments that the current sitting Governor has made about local governments, and that does not just have to do with local elected officials, it has to do with firefighters, police officers, people who do make their own budgets. She said that seemed like a slap in the face to municipalities across the state. To Councilor Ruttle-Miller, leaving the Governor's name in the letter—directly as the person who stated that the state government has nothing to do with the affordability crisis—was appropriate at this time.

Councilor Tobin felt that it was a strong letter that articulated a pattern throughout time and the impact, which she really appreciated. In terms of Councilor Favolise's comment, Councilor Tobin was partly inclined to agree. With respect to Councilor Ruttle-Miller's comments, Councilor Tobin thought that oftentimes we must choose between whether we want the actual problem fixed or whether we are angry and want to almost pay back a person because of something that they said. Councilor Tobin said she just wanted to be careful that the issue the Council addresses is the actual problem itself. She said that when looking at a pattern of history, going back to 1967, it is not just the one governor who has been responsible for making all these decisions. She said we have one governor right now.

Councilor Jones said the background notes would show that the Council's intent was to send hard copies to local Legislators and a hard copy to the Governor. So, when addressing it, it will

be to a specific Governor. All the rest would be receiving this digitally. He wanted to point out that by sending a hard copy to the Governor, it would have her name on it. Mayor Kahn agreed.

Councilor Roberts agreed with Councilor Tobin; this is not a republican payback or democrat payback. He said it had been all the governors. He cited examples from 2010 when there was democratic leadership. He said there had been people on both sides of the aisle for political reasons who had not looked at all the small towns and cities. So, Councilor Roberts agreed that all the governors going back in time must be called out because in a lot of ways they lacked the moral courage to take care of the towns and the citizens of New Hampshire.

Mayor Kahn said it seemed like the debate or comment was whether Keene call upon the Governor generally or Governor Kelly Ayotte, specifically.

Councilor Favolise made a parliamentary inquiry. He asked whether the intent was for the Council to vote on the Resolution at this meeting or send it back to Committee. The Mayor said the intent was for there to be a vote on the Resolution tonight. The City Attorney agreed that was the intent. Regarding the Committee process, the Resolution was requested and the City Manager submitted the Resolution to be considered tonight. A Resolution could go through the typical process of being referred to Committee from Council and then back to Council but that was not the intent with this Resolution. The City Attorney said it was available tonight for adoption.

Councilor Workman said, regarding including the Governor's name, she thought the overall document highlighted that multiple governors are at fault. However, she thought the City was asking and calling upon Governor Kelly Ayotte for immediate action because she is the Governor right now and that is who could act right now. Councilor Workman thought leaving her name in would be completely appropriate.

Councilor Jones reminded everyone that the Council was not here to lay blame; yes, the blame goes back. He said this is a communication tool to those who are presently there and could make corrections.

Councilor Ruttle-Miller clarified for the record that she was not thinking about this as payback. However, she agreed with Councilor Jones that this is the current sitting Governor, so Councilor Ruttle-Miller was unsure who else to call upon without making a specific reference, without saying "all future Governors henceforth." Councilor Ruttle-Miller was clear that she was not saying she wanted to pay back somebody but that she wants recognition from our executive level that things are becoming untenable for normal citizens in this state and something needs to change immediately.

Councilor Lake said he broached this the first time at Committee, suggesting that the communication should generally refer to the Governor. If it would be a one-time letter, he thought he would be more okay with calling out the current sitting Governor by name, but this would be a Resolution on the City's files with no end date. So, he did think it was more appropriate to call generally on the Governor.

The following motion by Councilor Lake to amend Resolution R-2026-23 to refer to the Governor by title only in the Resolution was duly seconded by Councilor Roberts.

Discussion ensued briefly to confirm the word “Governor” would be capitalized.

Councilor Jones said he was fine with the amendment but noted that when the Resolution is mailed out it would still be addressed to the Governor by name.

The motion to amend Resolution R-2026-23 to refer to the Governor by title only in the Resolution carried unanimously with 11 Councilors voting in favor and four Councilors voting in opposition. Councilors Chalice, Williams, Ruttle-Miller, and Ellis voted in the minority. Resolution R-2026-23-A was created.

The motion to adopt Resolution R-2026-23-A carried unanimously with 15 Councilors present and voting in favor.

The motion to carry out the intent of the Committee report carried unanimously with 15 Councilors present and voting in favor.

RESOLUTION - RELATING TO THE APPROPRIATION OF ADDITIONAL FUNDS FOR THE 2026-2027 FISCAL BUDGET FOR FIRE PERSONNEL - FOP COMMITTEE REPORT AND RESOLUTION R-2026-24

A Finance, Organization and Personnel Committee report was read, unanimously recommending that the presentation regarding Fire Department Staffing be accepted as informational and that the City Manager be directed to introduce a Resolution for first reading at the next City Council meeting related to Funding Fire Department Staffing. A motion by Councilor Powers to carry out the intent of the Committee report was duly seconded by Councilor Lake. The motion to carry out the intent of the Committee report carried unanimously with 15 Councilors present and voting in favor.

The City Attorney clarified that the Committee’s recommendation was to take an action and it was not just informational, so it did require a vote to carry out its intent.

A motion by Councilor Powers to adopt Resolution R-2026-24 was duly seconded by Councilor Lake.

Councilor Filiault agreed to this and expressed the importance of adding these four firefighters. He recalled the early 2000s when he was one of the members of the call company of certified firefighters, and there would be 27 firefighters at any particular scene. He called that a thing of the past, stating people cannot get out of work. So, he called this extremely important because the Department is down to what looks like eight firefighters, but it is really down an extra 27 from the early 2000s. As much as he said the City is trying to be tight with taxes, he called it imperative to pass these four extra firefighters.

Councilor Chalice said that the existing firefighters are putting in 60 to 70 hours per week and these are people we are counting on to be very specific in dire circumstances. She could not speak strongly enough to the fact that we are protecting current employees by hiring additional employees to make sure they have a safe working environment and that we treat current employees well and allow them to be human beings.

The motion carried unanimously on a roll call vote with 15 Councilors present and voting in favor.

RESOLUTIONS - RELATING TO APPROPRIATION OF FUNDS FOR THE FY 2026-2027 BOND ISSUES: ASHUELOT RIVER GREEN SPACE, RESOLUTION R-2026-10; ASHUELOT RIVER DAM REPAIR OR REMOVAL, RESOLUTION R-2026-11; DOWNTOWN INFRASTRUCTURE IMPROVEMENTS & RECONSTRUCTION PROJECT, RESOLUTION R-2026-12; GILBO AVE SOLAR PAVILLION PROJECT, RESOLUTION R-2026-13; LOWER WINCHESTER STREET RECONSTRUCTION, RESOLUTION R-2026-14; ROADWAY PRESERVATION & REHABILITATION PROGRAM, RESOLUTION R-2026-15; ROBIN HOOD PARK IMPROVEMENT PROJECT, RESOLUTION R-2026-16; STORMWATER RESILIENCY PROGRAM, RESOLUTION R-2026-17; MARTELL COURT BYPASS PROJECT, RESOLUTION R-2026-18; DOWNTOWN: SEWER IMPROVEMENTS PROGRAM, RESOLUTION R-2026-19; WATER DISTRIBUTION IMPROVEMENTS PROGRAM, RESOLUTION R-2026-20

A Finance, Organization and Personnel Committee report was read, unanimously recommending adoption of Resolution R-2026-10. A Finance, Organization and Personnel Committee report was read, unanimously recommending withdrawal of Resolution R-2026-11. A Finance, Organization and Personnel Committee report was read, unanimously recommending adoption of Resolution R-2026-12. A Finance, Organization and Personnel Committee report was read, unanimously recommending adoption of Resolution R-2026-13. A Finance, Organization and Personnel Committee report was read, unanimously recommending adoption of Resolution R-2026-14. A Finance, Organization and Personnel Committee report was read, unanimously recommending adoption of Resolution R-2026-15. A Finance, Organization and Personnel Committee report was read, unanimously recommending adoption of Resolution R-2026-16. A Finance, Organization and Personnel Committee report was read, unanimously recommending adoption of Resolution R-2026-17. A Finance, Organization and Personnel Committee report was read, unanimously recommending adoption of Resolution R-2026-18. A Finance, Organization and Personnel Committee report was read, unanimously recommending adoption of Resolution R-2026-19. A Finance, Organization and Personnel Committee report was read, unanimously recommending adoption of Resolution R-2026-20.

A motion by Councilor Powers to accept the withdrawal of Resolution R-2026-11 Relating to Appropriation of Funds for the Ashuelot River Dam Repair or Removal was duly seconded by Councilor Lake.

Councilor Ruttle-Miller asked for clarification on this withdrawal, seeing how she heard during her time on Council that “this comes up like a bad penny, apparently.” Deputy City Manager Landry believed it would not be included in the next Budget year but was being pushed out.

06/04/2026

Mayor Kahn thought for the same reasons it had been pushed out in the past; he did not think there was a clear Resolution on what the recommendation would be for replacement or removal.

The motion carried unanimously with 15 Councilors present and voting in favor.

Mayor Kahn announced that the remaining bond resolutions were tabled until the June 18, 2026, City Council meeting to be considered after budget adoption.

RESOLUTION - RELATING TO THE 2026/2027 FISCAL YEAR BUDGET RESOLUTION R-2026-09-B

A Finance, Organization and Personnel Committee report was read, unanimously recommending the adoption of Resolution R-2026-09-B.

A red-lined "C" version of the Budget resolution was provided in the Council packet.

A motion by Councilor Powers to recommend that Resolution R-2026-09-B be amended, and the resulting "C" version of the Resolution be tabled until the June 18, 2026, City Council meeting was duly seconded by Councilor Filiault.

Councilor Powers said the reason for this was due to the need for a number of calculations just before passing the Budget at the FOP meeting. He said all the numbers were correct, they were just not in the right columns but would be fixed when it comes forward to Council for a vote.

The motion to amend Resolution R-2026-09-B, and the resulting "C" version of the Resolution be tabled until the June 18, 2026 Council meeting, carried unanimously.

Mayor Kahn tabled Resolution R-2026-09-C until the June 18, 2026 meeting.

RESOLUTION - RELATING TO FUNDING FOR THE DOWNTOWN INFRASTRUCTURE PROJECT - RESOLUTION R-2026-21

A Finance, Organization and Personnel Committee report was read, unanimously recommending the adoption of Resolution R-2026-21. A motion by Councilor Powers to adopt Resolution R-2026-21 was duly seconded by Councilor Lake.

Councilor Filiault said it was no secret he made some comments that there are still parts of the project he seriously has issues with. He felt the Council needed to pass this particular Resolution because no matter the parts of the project he liked or did not, this would bring down the cost to the taxpayers. So, he said it was important to pass this Resolution because these monies would be something the taxpayers would not have to pick up. So, he hoped the Council would pass this.

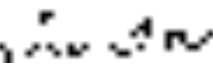
The motion carried unanimously on a roll call vote with 15 Councilors present and voting in favor.

NON-PUBLIC SESSION

06/04/2026

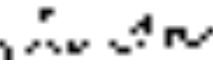
A motion by Councilor Greenwald to go into non-public session to discuss land matters pursuant to RSA 91-A:3, II(d) and legal matters pursuant to RSA 91-A:3, II(L) was duly seconded by Councilor Workman. The motion carried unanimously on a roll call vote with 15 Councilors present and voting in favor. Mayor Kahn requested the following people remain present for the session: Finance Director Kari Chamberlain, Community Development Director Paul Andrus, and the Conservation Commission Chair, Gary Flaherty. At 9:04 PM, Mayor Kahn called a recess before the session began at 9:08 PM. Councilor Powers exited the session at 9:50 PM.

The public session reconvened at 10:10 PM. A motion by Councilor Greenwald to seal the minutes of the non-public session held this evening as divulgence of the information would render the proposed actions ineffective was duly seconded by Councilor Filiault. On a roll call vote, 14 Councilors were present and voting in favor. Councilor Powers was absent for this vote.

A true record, attest: 
City Clerk

ADJOURNMENT

There being no further business, Mayor Kahn adjourned the meeting at 10:12 PM.

A true record, attest: 
City Clerk



CITY OF KEENE NEW HAMPSHIRE

ITEM #C.1.

Meeting Date: June 18, 2026
To: Mayor and Keene City Council
From: Kenneth Kost
Through: Terri Hood, City Clerk
Subject: **Kenneth Kost - Update on Neighborhood Stewardship of 100 Church Street and Request for Permanent Pocket Park Designation**

Recommendation:

Attachments:

1. Communication_Kost

Background:

Ken Kost, on behalf of East Keene neighbors, has submitted the attached letter providing an update on community efforts to monitor, maintain, and activate the City-owned property at 100 Church Street through neighborhood stewardship and events. The communication requests that the City permanently retain the property and consider designating it as an official pocket park.

June 18, 2026

Keene City Council
City Hall
3 Washington Street
Keene, NH 03431

Re: 100 Church Street - Review Status

Dear Mayor and Members of the City Council,

On behalf of East Keene neighbors, I request the opportunity to speak at the June 18 Council meeting to thank the City for retaining 100 Church Street and to summarize how East Keene neighbors have fulfilled the commitments we made: **watch the space, clean the space, and activate the space.**

Watch the Space (Safety)

East Keene neighbors keep regular eyes on the space. We have not observed illegal activity. If we see someone who may need help, we know to contact the City's Human Services caseworker, Brenda Emperor, or the Police Department's social worker, Kaitlynn Mello. Neighbors living directly beside the lot have told us they appreciate the increased attention and presence.

One of the original reasons for considering a sale was the level of police activity that happened there. A comparison of police reports from **4/11–6/6 in 2025 vs. the same period in 2026** shows **four calls in 2025 and three in 2026**. While this is a small sample, we will continue to monitor trends. The ordinance sign installed by Public Works contributes to improved safety.

Clean the Space

Adjoining neighbors continue to pick up trash, and many East Keene residents walking by throughout the day do the same. As a result, the space consistently remains clean and welcoming.

Activate the Space (Free activities)

This has been the most energizing part of our work. To date, we have held **15 neighborhood events**, with **10 more planned**. Activities include garden education, a bike swap, a pie social, Taste of Yoga, small-dog meet-ups, a book club, and live music by local musicians suited to the intimate scale of the space. These events draw nearby residents who walk over to enjoy community, creativity, and connection. Adjoining neighbors have told us they enjoy the music and activity.

Our Request

East Keene neighbors respectfully ask the City to **retain this space permanently** and consider designating it as an **official city pocket park**. Our Master Plan emphasizes the importance of pocket parks like this. The current layout—designed by Antioch students—works well and we do not seek changes to its design. Thank you for your consideration.



Ken Kost
51 Railroad Street



CITY OF KEENE NEW HAMPSHIRE

ITEM #C.2.

Meeting Date: June 18, 2026
To: Mayor and Keene City Council
From: Councilor Mitchell H. Greenwald
Through: Terri Hood, City Clerk
Subject: **Councilor Greenwald - Conflict of Interest - Old Elm Street ROW
Discontinuance (Resolution R-2026-22)**

Recommendation:

Attachments:

1. Communication_Greenwald

Background:

Councilor Greenwald is putting on record a conflict of interest pursuant to the requirements of Section 15. of the City Council's Rules of Order. The conflict relates to Resolution R-2026-22, the discontinuance of Old Elm Street right-of-way.



Mitchell Greenwald
Chairman, MSFI Committee
City Councilor At Large

June 15, 2026

Re: Elm Street 521-004-000
R-2026-22

To: Mayor and Council

My Real Estate Office, (Greenwald Realty Group) is involved with the marketing of the subject property.

As such, a conflict exists and I am requesting to be recused from discussion and voting on the issue.

Thank you,

A handwritten signature in black ink, appearing to read "M. Greenwald", is written over a light blue circular stamp.

Mitchell Greenwald



CITY OF KEENE NEW HAMPSHIRE

ITEM #C.3.

Meeting Date: June 18, 2026
To: Mayor and Keene City Council
From: Councilor Philip M. Jones
Through: Terri Hood, City Clerk
Subject: **Councilor Jones - Request to Consider Additional Land Use Definitions in the Land Development Code**

Recommendation:

Attachments:

1. Councilor Jones Communication Land Use Definitions

Background:

Councilor Jones has submitted a letter requesting that the Keene City Council explore the addition of the following land-use definitions to the Land Development Code: Data Center, Cryptocurrency Mining Facility (Crypto-Mine), Privately Owned Prison, Privately Owned Immigration Detention Center.

To: Mayor and City Council

From: Councilor Philip Jones

Subject: Additional Definitions in the Land Development Code

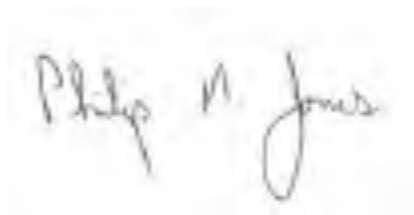
Date: June 16, 2026

I respectfully request that the Keene City Council explore the addition of the following land-use definitions to the Land Development Code:

- **Data Center:** A facility, building, or group of buildings primarily used to house computer systems, servers, data storage equipment, networking equipment, and associated infrastructure for the processing, storage, transmission, or management of digital information. A Data Center may include backup power generation equipment, cooling systems, substations, and related support facilities. This definition shall not include routine information technology equipment accessory to another principal use.
- **Cryptocurrency Mining Facility (Crypto-Mine):** A facility, building, structure, or portion thereof in which computers or specialized electronic equipment are primarily used to validate, process, secure, or record transactions on a blockchain or other distributed digital ledger network in exchange for digital assets, cryptocurrency, tokens, or similar compensation. A Cryptocurrency Mining Facility includes associated cooling, ventilation, power generation, energy storage, and electrical infrastructure supporting such activity. This definition shall not include incidental cryptocurrency mining conducted as an accessory use to a residential dwelling or business where such activity is clearly subordinate to the principal use.
- **Privately Owned Prison:** A correctional facility owned, operated, managed, or administered by a private entity, pursuant to a contract, agreement, or arrangement with a governmental agency for the purpose of confining persons who have been convicted of criminal offenses or who are otherwise lawfully detained under criminal justice authority.
- **Privately Owned Immigration Detention Center:** A facility owned, operated, managed, or administered by a private entity, pursuant to a contract, agreement, or arrangement with a governmental agency for the purpose of detaining individuals based on their immigration status, immigration proceedings, or pending immigration enforcement actions.

Thank you for your attention to this matter.

Respectfully,

A handwritten signature in cursive script that reads "Philip M. Jones". The signature is written in dark ink on a light-colored background.



CITY OF KEENE NEW HAMPSHIRE

ITEM #C.4.

Meeting Date: June 18, 2026
To: Mayor and Keene City Council
From: Brett Amy Thelen
Science Director
Through: Terri Hood, City Clerk
Subject: **Harris Center for Conservation Education - Amphibian Crossing Program Update**

Recommendation:

Attachments:

1. Thelen_Communication

Background:

Ms. Thelen has submitted a letter on behalf of the Harris Center for Conservation Education thanking the City Council and City staff for their support of the 2026 amphibian road closure program and ongoing planning efforts for the Jordan Road amphibian underpass project. The letter provides a summary of this year's amphibian migration protection efforts, volunteer participation, and conservation outcomes, and expresses gratitude for the City's partnership in this wildlife conservation initiative.



June 16, 2026

Mayor Jay Kahn and City Council
3 Washington Street
Keene, NH 03431

To the Honorable Mayor and City Council,

I am writing to thank you for your support of the amphibian road closures (“Big Night detours”) at North Lincoln Street and Jordan Road, as well as the new amphibian underpass project at Jordan Road — and to provide an update on the Harris Center’s Salamander Crossing Brigade efforts in Keene this spring.

This year, the Harris Center for Conservation Education worked with City staff to institute temporary detours at North Lincoln Street (all vehicles) and Jordan Road (through-traffic only) on six nights from March 16 to May 6. We also initiated planning efforts for the Jordan Road amphibian tunnel project, in partnership with City staff and NH Fish and Game.

At North Lincoln Street, the road closures and additional volunteer efforts on two nights when the road was not closed to traffic helped 3,410 individual amphibians — including 2,479 spring peepers, 751 wood frogs, and 42 spotted salamanders — survive the most dangerous journey of their lives. Nearly 150 volunteers and visitors also came to North Lincoln Street on rainy nights to experience the magic of the migration. New this year: in addition to the Harris Center research staff and interns who coordinate volunteers at this site, the Harris Center also provided teacher-naturalists with early childhood education experience to skillfully guide our youngest visitors through their first “Big Night” experiences.

At Jordan Road, the detours and associated efforts by nearly 40 volunteers over the course of eight migration nights provided safe passage for at least 651 individual amphibians, including 224 spring peepers, 205 wood frogs, 157 spring peepers, 98 spotted salamanders, and a record 108 Jefferson complex salamanders. We also collectively recorded 27 road-killed amphibians — including 6 Jefferson complex salamanders — and collected fine-scale salamander crossing location data for the tunnel project.

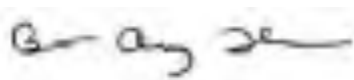
Although fewer individual amphibians migrate across Jordan Road, this site remains significant for its concentration of Jefferson complex salamanders, which are a Species of Greatest Conservation Need. This crossing was selected as the site of New Hampshire’s very first amphibian tunnel project because of this at-risk species — and because of the Harris Center’s many years of community science data collection there, along with our longstanding partnership with the City of Keene on Big Night detours.

As always, it's important to note that our counts are underestimates of actual amphibian activity at both crossing sites, as some portion of the migration always takes place after our volunteers have gone home for the night. This year, in particular, thunderstorms cut several nights short. Keeping the roads closed until dawn provides meaningful protection for this continued migration, even if no volunteers are there to keep count. Soon, the tunnels will, too.

We would like to thank the Public Works Department — particularly Andrea Bixby, Lee Dexter, Donald Lussier, Jim Mountford, Bryan Ruoff, and Mitchell Smith — for working with us once again to create safe, successful detours, and for their collaboration on the amphibian underpass project at Jordan Road.

We're also grateful to the Keene community for their enthusiastic support of the Salamander Crossing Brigades, and to the residents of Jordan Road, North Lincoln Street, and nearby roads for so graciously embracing the detours.

You can find more detailed information on our 2026 amphibian crossing efforts, including photos and a recording of the Keene Elementary School Band's debut performance of *Big Night* — an original musical composition inspired by the Keene crossings — at harriscenter.org/crossing-brigades/field-reports-2026.



Brett Amy Thelen, Science Director
thelen@harriscenter.org



ITEM #D.1.

CITY OF KEENE NEW HAMPSHIRE

Meeting Date: June 18, 2026
To: Mayor and Keene City Council
From: Planning, Licenses and Development Committee, Standing Committee
Through:
Subject: **Keene Elm City Rotary Club - Request to Use City Property - Clarence DeMar Marathon - September 27, 2026**

Recommendation:

On a vote of 5 to 0, the Planning, Licenses and Development Committee recommends that the City Council grant a revocable license to the Keene Elm City Rotary Club to conduct the Clarence DeMar Marathon on Sunday, September 27, 2026, subject to the licensing requirements identified in the staff report, including associated road closures. All permissions granted herein are subject to compliance with the City-approved safety protocol document, which becomes a part of this license.

Attachments:

None

Background:

Chair Filiault welcomed the petitioner, Mick Blume (of 54 Skyline Drive), to represent the event. Mr. Blume had no comments to add to his letter.

Chair Filiault welcomed staff comments. Community Development Director Paul Andrus reported that the Protocol for this event is pretty extensive; they met on May 12, 2026 to review and update the event plan for the 2026 event. There are no significant changes from last year. Mr. Andrus ended that there will be a second Protocol meeting in late August, about one month before the event. Chair Filiault said this is one of Keene's finest and very popular events that had definitely worked the kinks out over the years.

Councilor Haas asked if the petitioner anticipated any changes in the route and deployment, or anything else different this year. Mr. Blume said there were no changes. Councilor Haas hoped for a cloudy day.

Councilor Jones thanked Mr. Blume for attending in Alan Stroshine's place. Councilor Jones called this a wonderful event, noting that the logistics and footprint are unbelievable. He said they do a wonderful job and thanked the organizers. Mr. Blume said the Elm City Rotary has so many volunteers from throughout the entire City who are a part of this fantastic event for the City.

Councilor Ruttle-Miller used this as a pitch, as a member of the ultra-running community, to advocate for a DeMar ultra marathon as well. She noted that Clarence DeMar was known for running from Keene to Boston and if that were ever an option, there is a huge ultra community in Keene that would be on board with that concept. Mr. Blume said that was good to know.

There were no public comments.

Councilor Williams said he really loves watching the marathon from his front door and cheering on the runners.

The following motion by Councilor Williams was duly seconded by Vice Chair Jones.

On a vote of 5 to 0, the Planning, Licenses and Development Committee recommends that the City Council grant a revocable license to the Keene Elm City Rotary Club to conduct the Clarence DeMar Marathon on Sunday, September 27, 2026, subject to the licensing requirements identified in the staff report, including associated road closures. All permissions granted herein are subject to compliance with the City-approved safety protocol document, which becomes a part of this license.



CITY OF KEENE NEW HAMPSHIRE

Meeting Date: June 18, 2026
To: Mayor and Keene City Council
From: Planning, Licenses and Development Committee, Standing Committee
Through:
Subject: **Keene Music Festival - Request to Use City Property – Keene Music Festival - September 5, 2026**

Recommendation:

On a vote of 5 to 0, the Planning, Licenses and Development Committee recommends that the City Council grant a revocable license to Keene Music Festival to use downtown City rights-of-way to conduct the Keene Music Festival on Saturday, September 5, 2026, subject to the licensing requirements identified in the staff report, including associated road closures and authorization of free parking. All permissions granted herein are subject to compliance with the City-approved safety protocol document, which becomes a part of this license.

Attachments:

None

Background:

Chair Filiault welcomed the petitioner Pablo Fleischmann, owner of Green Energy Options (of 37 Roxbury Street). He thanked the City Council and City of Keene for supporting this event since its inception in 2001. He promised to do his best to bring good weather. Mr. Fleischmann said the organizers are really appreciative of the support from the City.

Chair Filiault welcomed staff comments. Community Development Director Paul Andrus said a Protocol Committee meeting was held on May 19, 2026 and there would be a follow-up meeting on August 4, 2026. During the event, the music will cease by 10:00 PM. Chair Filiault said this is another successful and popular event that started small and now they are basically turning bands away, and Mr. Fleischmann agreed.

Councilor Haas thanked the organizers for doing this great event again. He thought of Mr. Fleischmann as the face of the event and asked him to acknowledge some of his other partners. Mr. Fleischmann said it is a group of at least five, two or three of whom are Keene residents—Sam and Matt Martell, and Chelsea. They are mostly musicians and have also been running the event for years. Councilor Haas appreciated recognizing their importance too.

Councilor Ruttle-Miller thanked Mr. Fleischmann for putting this event on. Since Councilor Ruttle-

Miller came here for college in 2009, this festival is one of her earliest memories of being in Keene and her introduction to the City. Mr. Fleischmann said the organizers are actively working not to let the Festival grow because it is currently a manageable size and is a lot of work. Chair Filiault said it is definitely appreciated by the entire City and still one of his favorite parts of the year; he appreciates all the hard work that goes into it.

Councilor Jones thanked Mr. Fleischmann for all he does to get the talent at this Festival. Councilor Jones noted that for someone without musical talent like himself, he appreciates all the talent that comes to the City even more. Councilor Jones looked forward to the event.

There were no public comments.

The following motion by Councilor Haas was duly seconded by Vice Chair Jones.

On a vote of 5 to 0, the Planning, Licenses and Development Committee recommends that the City Council grant a revocable license to Keene Music Festival to use downtown City rights-of-way to conduct the Keene Music Festival on Saturday, September 5, 2026, subject to the licensing requirements identified in the staff report, including associated road closures and authorization of free parking. All permissions granted herein are subject to compliance with the City-approved safety protocol document, which becomes a part of this license.



ITEM #D.3.

CITY OF KEENE NEW HAMPSHIRE

Meeting Date: June 18, 2026
To: Mayor and Keene City Council
From: Planning, Licenses and Development Committee, Standing Committee
Through:
Subject: **Warrant for Unlicensed Dogs - City Clerk**

Recommendation:

On a vote of 5 to 0, the Planning, Licenses and Development Committee recommends the City Council issue a warrant for unlicensed dogs pursuant to NHRSA 466:14, and the Keene Police Department and the City Clerk's Office be directed to issue a civil forfeiture to those dog owners who have failed to license their dog by April 30, 2026.

Attachments:

None

Background:

Chair Filiault welcomed Deputy City Clerk Kathleen Richards and Clerk's Administrative Assistant, Heather Fitz-Simon. Ms. Richards stated they are present to seek authorization to issue the annual warrant for unlicensed dogs as required by RSA 466:4. The City Clerk must annually present to the governing body a list of dog owners who have failed to license or renew their dogs. The warrant would result in a \$25 forfeiture fine for owners whose dogs remain unlicensed as of April 30, 2026. This year, the Clerk's Office was seeking authorization for two lists. The first consists of owners who have not renewed existing dog licenses; that list includes 256 owners, representing 318 dogs, which the Deputy City Clerk was pleased to report reflects an approximately 30% decrease since 2025 and called that encouraging. The second list includes new dog owners reported by local veterinarians that have not yet been licensed. There are about 75 owners with a total of 85 unlicensed dogs. The renewal numbers have improved, but this category increased by about 20% at this point since last year.

Next, Ms. Fitz-Simon discussed the outreach campaign coordinated this year. Her efforts, along with the support of the other staff in the Clerk's office, helped to drive this significant improvement in compliance. Ms. Fitz-Simon explained that to encourage compliance before reaching this stage, the Clerk's office undertakes a substantial public outreach effort each year. That effort includes newspaper notices, website postings, biweekly e-mail reminders, reminder postcards, automated phone calls, and multiple national change of address reviews to ensure records remain current. She was happy to report that as of June 2, 2026, the Clerk's office issued 2,754 dog licenses for the current licensing year compared to 2,690 at the same time in 2025. Ms. Fitz-Simon explained that

following City Council approval of the warrant, forfeiture notices would be mailed in early July 2026 to owners whose dogs remain unlicensed with forfeiture fines due later that month.

Before concluding, the Deputy City Clerk and Ms. Fitz-Simon shifted to some of the information the program helps collect because they maintain records on all licensed dogs and are able to compile interesting statistics on Keene's dog population. This data was for 2,739 of the licensed dogs. Among those there are 1,377 different dog names. The most popular dog names again this year were Bella, Daisy, Luna, and Lucy. There were also 285 different registered dog breeds, with Labrador Retrievers continuing to lead the list in popularity, followed by mixed breeds and golden retrievers. For colors, black dogs remain the most common, followed by multi color and black and white dogs. In total, licensed dogs in Keene represent 88 different color categories. The licensing data also reflects responsible pet ownership. More than 87% of licensed dogs in Keene are spayed or neutered, while approximately 13% are not. The population of licensed dogs is also balanced by gender, with about 53% female and 47% male. Beyond statistics, licensing serves several important public purposes. It helps ensure dogs receive regular rabies vaccinations, supports the state's animal population control program, and provides important records that can be used if a dog is lost or involved in an incident. Chair Filiault appreciated the informative and fun presentation.

Chair Filiault also pointed out that this is a state RSA. It is not the City "playing hardball with your pooch." This is required by the state, and the City just has to follow through. He asked if there was a grace period for those on the list or if that had already passed. Ms. Fitz-Simon said the licenses are due by April 30 annually, and the month of May is a grace period month. Starting June 1, a late fee of \$1 begins. Starting July 1, the late fee becomes \$2. The forfeiture fine that starts around the end of July will be \$25 on top of the original license fee and late fees.

Councilor Jones knows veterinarians are required to notify the Clerk's office when they do inoculations. He wondered whether Massachusetts or Vermont vets notify as well. Ms. Fitz-Simon said some send notices but she was unsure whether there were Massachusetts vets, necessarily. Councilor Jones mentioned that the closest 24-hour vet is Deerfield, MA, which was why he wondered. Ms. Fitz-Simon offered to check. Councilor Jones knew only the New Hampshire vets are required to report and wondered if others do as a courtesy and Ms. Fitz-Simon said some do, yes.

Councilor Haas asked how much the City collects in fines and forfeiture fees. Ms. Fitz-Simon said between now and when forfeiture fines go into effect, probably approximately \$600. However, a lot of the dogs on that list might have moved away or passed away, in which case it can be difficult for the Clerk's office to receive notice. Councilor Haas said he would be interested in comparing what the City collects in fees and fines to how much is spent on outreach. He thought it may be interesting to skip a year of outreach and just use banners and simple advertisements vs. all the outreach to see if it makes any difference. Ms. Fitz-Simon thought it was an interesting idea and Councilor Haas said they would talk further.

Councilor Ruttle-Miller said she was sure the reminders are helpful for people because they kind of align with when dogs need their rabies shots. She said sometimes life gets busy and people forget. She thought there were probably a substantial portion of people on the list who could not go register until they completed their rabies shots; sometimes things need to align. Discussion ensued about the list of dog name popularity and the Clerks offered to look names up for Councilors. Chair Filiault said he appreciates the fact that the Clerks make the effort for the reminders because he was down to the last minute this year and got a reminder before his name was on this list. So, he said thank you for the last-minute warnings. Without the last-minute warnings, Councilor Haas said the City would have

increased revenues. Councilor Ruttle-Miller said she is unsure the City's job is to make anyone's life complicated, so she thanked the Clerk's office for helping make people's lives easier. Chair Filiault pointed out again that this is a New Hampshire RSA and not something the City wants to do but has to do.

There were no public comments.

The following motion by Vice Chair Jones was duly seconded by Councilor Williams.

On a vote of 5 to 0, the Planning, Licenses and Development Committee recommends the City Council issue a warrant for unlicensed dogs pursuant to NHRSA 466:14, and the Keene Police Department and the City Clerk's Office be directed to issue a civil forfeiture to those dog owners who have failed to license their dog by April 30, 2026.



CITY OF KEENE NEW HAMPSHIRE

ITEM #D.4.

Meeting Date: June 18, 2026
To: Mayor and Keene City Council
From: Finance, Organization and Personnel Committee, Standing Committee
Through:
Subject: **Public Works Department Benchmarking & Strategic Plan – Consultant Selection - Public Works Director**

Recommendation:

On a vote of 5 to 0, the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to negotiate and execute a professional services agreement with Matrix Consulting Group for the Public Works Department Benchmarking & Strategic Plan Project in an amount not to exceed \$85,000.

Attachments:

None

Background:

Public Works Director Don Lussier stated the first item on the agenda is a request for contract approval. He explained this is a contract for a strategic plan and benchmarking study for the Public Works Department. He noted there have been many individual asset management plans such as a master plan for the water and sewer utilities as well as individual studies, but none that ties everything together and looks at what the department is doing as a whole and where it should be going.

An RFP was sent out and the City received five qualified proposals. Three of those proposals were about the same price while the other two exceeded the budget. The chosen firm's project manager and their lead analyst are from the public works industry; one was a Public Works Director, and one was an Assistant Director, hence their experience was very relevant. Mr. Lussier added the other team was well-qualified as well but seemed to focus more on utilities not on other pieces of the operations, and the City was looking for a holistic approach.

Mr. Lussier stated that Councilor Greenwald was on the selection committee and raised the question what can the consultants could do that staff can't do. Mr. Lussier stated that his staff would be able to do this work if they had the hours available to them to allocate to this project.

Councilor Chalice stated she has always been impressed by the Public Works Department and the work they do in the community. She asked whether there was another community that staff could

point to who had this type of consulting work done. She was looking for ways to justify the cost of \$85,000 to the constituents and how to express that this work is worth the investment. Mr. Lussier stated after being in this role for a couple of years this is an opportunity to take a look at how the department is doing things, how they are delivering services, what services are being delivered, what is our cost for delivering those services, and could we be doing better in different ways. If you think about this in the terms of a 10-year payoff, \$8,500 a year to make sure the department is spending its \$15 million a year budget in a wise and efficient way and it makes sense to him.

Councilor Chalice asked whether the RFP process included seeking out references from other communities to ensure that this particular firm is plugged into the industry standards throughout the country so that the City has a broader perspective of what we might be able to do differently and more effectively. Mr. Lussier stated the consultants talked a lot about different industry standards during the interview, specifically the American Public Works Association, the American Water Works Association, the Framework for Efficient Utilities, an industry benchmarking guide used by EPA. Mr. Lussier added benchmarking is part of this project. Staff will be looking at specific peer communities in New Hampshire as well as other communities in New England that are similar in terms of size, demographics, and complexity of their public works operations and reaching out to those communities.

Councilor Chalice asked about references. Mr. Lussier stated the consultants did provide references, but he has not followed up with them yet. The Councilor asked that Mr. Lussier check on the references. Mr. Lussier added he does not often find a lot of insight from calling references because people are only going to put down references that would provide positive feedback.

Councilor Roberts stated he will be supporting this proposal and felt strategic plans help departments grow.

The City Manager stated strategic plans are very important and the City has completed such plans in other departments. She felt strategic plans become even more important as resources become more limited. She added such a plan would help because we will already have decisions that align with the Council goals.

Chair Powers stated he too felt this was a great idea and is good business practice.

The following motion by Councilor Chalice was duly seconded by Councilor Lake.

On a vote of 5 to 0, the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to negotiate and execute a professional services agreement with Matrix Consulting Group for the Public Works Department Benchmarking & Strategic Plan Project in an amount not to exceed \$85,000.



CITY OF KEENE NEW HAMPSHIRE

ITEM #D.5.

Meeting Date: June 18, 2026
To: Mayor and Keene City Council
From: Finance, Organization and Personnel Committee, Standing Committee
Through:
Subject: **Authorization to Execute Monadnock T-Hangar Corporation Lease Agreement - Airport Director**

Recommendation:

On a vote of 5 to 0, the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to execute the Monadnock T-Hangar Lease Agreement between the City of Keene and Monadnock T-Hangar Corporation, the surrender of the existing lease, the Notice of Lease, and any related documents necessary to complete the lease transaction.

Attachments:

None

Background:

Airport Director Ryan Cooley stated this item is a request to authorize the City Manager to execute the Monadnock T-Hanger lease agreement and related documents. He stated this started with his predecessor and he is completing what was previously started.

The following motion by Councilor Chadbourne was duly seconded by Councilor Roberts.

On a vote of 5 to 0, the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to execute the Monadnock T-Hangar Lease Agreement between the City of Keene and Monadnock T-Hangar Corporation, the surrender of the existing lease, the Notice of Lease, and any related documents necessary to complete the lease transaction.



CITY OF KEENE NEW HAMPSHIRE

ITEM #D.6.

Meeting Date: June 18, 2026
To: Mayor and Keene City Council
From: Finance, Organization and Personnel Committee, Standing Committee
Through:
Subject: **Informational Update on the status of Public Works' FY26 Operating Budget - Public Works Director**

Recommendation:

On a vote of 5 to 0, the Finance, Organization and Personnel Committee recommend that the Public Works Director's report be accepted as informational.

Attachments:

None

Background:

Public Works Director Don Lussier addressed this item. He stated this is an informational update on the status of the Public Works Department budget for the coming fiscal year. He explained Public Works has within its purview five different funds; portion of the General Fund, Water and Sewer Funds, Solid Waste Fund, and Equipment (Fleet) Fund. He stated when they look at the budget status, they typically analyze personnel and operating line items.

Mr. Lussier noted they have 3 1/2 weeks left in the budget (93% through the fiscal year).

In the General Funds, which consists of Administration, Engineering, and Highway, Mr. Lussier stated the department is in good shape. Personnel and Operating Funds are both at 89%, which he indicated is well below where they would expect to be at this time of year.

He noted related to the Highway Division that if there is money left in the budget, staff will be looking to fill up the salt shed and make sure they have adequate operating supplies.

The Equipment Fund is the same situation, personnel is well below budget. Their operating budget is at 89% and they are planning to purchase one more fuel delivery, which would make that number go up.

Mr. Lussier continued that the Solid Waste Fund personnel is currently at 98%. He noted they are running ahead of where they should be. Their operating is ahead by 95% and they are also well ahead with their operating revenue. Year-to-date, the Solid Waste Fund is at 105% of the budget for

solid waste revenue. This means the department has received more waste than expected, which has generated more revenue, which drives up the costs for processing which increases personnel as well as increasing tipping fees. He noted however, revenue goes up faster than the expenses. Mr. Lussier noted this ultimately means the Solid Waste Fund is \$232,000 over budget on revenue.

Councilor Chalice asked what was driving the increase. Mr. Lussier stated staff doesn't know what is causing the increase but felt this was a positive issue. He added with the Solid Waste Fund, they are not trying to make a profit they are just trying to break even. Rates are set based on what is needed to pay staff to process the waste and transport the waste to Rochester. To the extent there is more waste coming from outside the community, that is a profit to the fund.

Councilor Roberts stated what is being said about the Solid Waste Fund is positive and recalled a time when the fund used to be in the red due to some of the surrounding communities having such low tipping rates and haulers were moving our waste out of Keene, costing Keene money. Mr. Lussier stated what the Councilor is referring to is the Flow Control Ordinance that is still in place. If haulers want to provide a service in Keene, they have to bring waste to Keene to ensure base flow of material to the transfer station. He added the City's contract with Waste Management also includes a minimum amount of outside of Keene material being brought to the transfer station - currently this is 9,000 tons per year.

Councilor Chadbourne asked whether there was a way to track where the increase was coming from. Mr. Lussier stated he could discuss this with the Solid Waste Manager to see if he has noticed any trends; is it more construction and demolition debris, or household trash if it is coming from outside Keene. Councilor Chadbourne referred to the increased trend in construction, which could be causing this increase.

Mr. Lussier next addressed Sewer. He stated with Sewer Fund the situation is not quite as good. Personnel is on target. Operating budget is at 95% spent. At the present time that fund is running about \$65,000 above what was expected. He stated, unfortunately, there is no corollary with revenue. The revenue is less than what it was expected to be. Mr. Lussier noted the number one driver of that overage is chemical feed costs. These are chemicals used to treat the water before it gets discharged.

The other item is caustic soda used to adjust the pH before it is discharged into the river. Mr. Lussier stated the City does not have a choice when it comes to these chemicals, those are chemicals that are required to meet the City's permit requirements and the cost of those chemicals have gone up quite a bit over the last couple of years. The department is about \$112,000 over budget in that line item.

Mr. Lussier went on to say another big contributor was equipment maintenance. He explained over the last couple of years, things like motors, pumps, and repair parts have dramatically increased in price.

Mr. Lussier stated if he was to estimate, the department could end up about \$65,000 over budget.

Councilor Roberts asked whether the fluctuation of rainstorms have any effect on the cost and treatment at the sewer plant. Mr. Lussier stated it does, but the impact is less every year. He added storm water getting into the system does drive up costs, but there is a program in the CIP that is specifically geared to reduce that over time. Every year the City lines its sewers and manholes with epoxy and they have seen a noticeable difference in terms of spikes during stormy weather and

stated the City is definitely making progress at reducing this number.

Relative to the Water Fund Mr. Lussier stated personnel again is right on target, but as of today that fund is 99% expended. He indicated the biggest driver with this fund has been the excessive number of water main breaks that has happened over the past year. This fiscal year has seen 17 water main breaks, which have been expensive.

Councilor Chalice asked whether the downtown work would help reduce that number. Mr. Lussier answered in the negative and added the two most expensive breaks have been on Water Street on a 16-inch crosstown main and parts needed to repair these breaks are very expensive.

Mr. Lussier went on to say in the CIP this year, is a project approved by Council, which has been moved up. It is a detailed inspection of that crosstown main which was installed in 1957 (one of the younger pipes). Mr. Lussier stated this ductile iron pipe should not be failing but it is.

He stated a detailed inspection would give staff a better idea as to what is causing these breaks.

The City Manager stated once the year closes staff would be able to come back before a Council with a recommendation as to how to address this issue with the budget. For instance, in the water fund, if there are funds in the personnel line it might just be an action to move money from personnel to operating etc.

Councilor Chalice asked whether the increase to water fees won't help with the Water Fund. Mr. Lussier stated it would help with next year's budget but not for the current year.

The following motion by Councilor Roberts was duly seconded by Councilor Chalice.

On a vote of 5 to 0, the Finance, Organization and Personnel Committee recommend that the Public Works Director's report be accepted as informational.



CITY OF KEENE NEW HAMPSHIRE

ITEM #D.7.

Meeting Date: June 18, 2026
To: Mayor and Keene City Council
From: Finance, Organization and Personnel Committee, Standing Committee
Through:
Subject: **Engineering Services – Court Street Well Field Upgrade Project - Assistant Public Works Director**

Recommendation:

On a vote of 5 to 0, the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to negotiate and execute a contract with Weston & Sampson Engineers Inc., for engineering services for the Court Street Well Field Upgrade Project for an amount not to exceed \$542,200.

Attachments:

None

Background:

Assistant Public Works Director Aaron Costa stated this item is in reference to the Court Street Well Field upgrade. He explained the City has three water supplies. One of those is a service supply in Roxbury. There is also a groundwater supply off West Street and another groundwater supply located off Court Street.

Mr. Costa stated at Court Street there are three well buildings that were constructed in 1964, 1965, 1977 and a corrosion control building that was constructed in 1988. He indicated these facilities are 40 to 50 years old.

The City has conducted a few facility evaluations. One of those was in 2013 by Ty and Bond who looked at these facilities and came up with recommendations. In 2023, GZA and Underwood also performed an evaluation of these facilities as part of the water supply master plan.

Mr. Costa stated although staff has done a good job maintaining these facilities. They are at the end of their useful life. On April 24, the City advertised a request for proposals for engineering services to perform the upgrades needed at these facilities and received one proposal from Weston and Sampson. Staff reviewed that proposal and found that it meets the requirements as described in the RFP.

Mr. Costa stated he has worked with Weston Sampson on a number of projects over the last five

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years and has been pleased with where their quality of work. He added the City has been planning for this upgrade project through the Capital Improvement Program. Money is available in the Wellfield Upgrade Capital Improvement program.

The following motion by Councilor Chalice was duly seconded by Councilor Lake.

On a vote of 5 to 0, the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to negotiate and execute a contract with Weston & Sampson Engineers Inc., for engineering services for the Court Street Well Field Upgrade Project for an amount not to exceed \$542,200.



CITY OF KEENE NEW HAMPSHIRE

Meeting Date: June 18, 2026
To: Mayor and Keene City Council
From: Paul Andrus, Community Development Director
Through: Elizabeth Ferland, City Manager
Subject: **Residential Property Revitalization Zone (RPRZ) (RSA 79-E:4-b)
Application for 429 Elm Street**

Recommendation:

That the Mayor set a public hearing regarding the Residential Property Revitalization Zone (RPRZ) application submitted by HG Johnson Real Estate, on behalf of Joe and Cheryl Bagster, owners of the property located at 429 Elm Street.

Attachments:

1. 429 Elm Project Application - Attachment A
2. 429 Elm on-line application
3. R-2025-35_Adopted (1)

Background:

The City's RSA 79-E Residential Property Revitalization Zone (RPRZ) Committee has completed its review of the application submitted by Joe and Cheryl Bagster, owners of 429 Elm Street, who are seeking temporary tax relief through the City's RPRZ program.

The Committee has determined that the application is complete and recommends that a public hearing be scheduled in accordance with NH RSA 79-E:4-b. The proposed project involves creating two new residential dwelling units. All application materials are attached for review.

The purpose of the RPRZ program is to encourage the rehabilitation and preservation of existing housing stock by providing temporary tax relief for qualifying renovation projects that substantially improve eligible residential properties. Under NH RSA 79-E:4-b, an eligible structure must be an existing residential structure that is connected to municipal water and sewer services, is at least 40 years old, and contains no more than four dwelling units.

The application proposes the rehabilitation and adaptive reuse of an existing barn on the property to create two new dwelling units. The property currently includes three residential buildings with a total of three existing units, along with an unfinished barn and a shed, all served by municipal water and

sewer. The project would convert the barn into one one-bedroom unit and one two-bedroom unit, resulting in a total of five units on the property. The application estimated the project to be about \$200,000, but a subsequent breakout estimate totaled \$172,500, broken down as follows:

1. Sitework and foundation: \$31,000
2. Dormer and roof work: \$42,500
3. Plumbing: \$13,000
4. Electrical: \$15,000
5. Heating: \$38,500
6. Insulation: \$17,500
7. Sheetrock/mudding: \$15,000

Based on the information provided, the project appears eligible for consideration under the City's RPRZ program. The application meets a primary public benefit criterion by creating two new housing units and the property is more than 40 years old and is connected to municipal water and sewer.



4/21/2026

City of Keene, Community Development Department
3 Washington St., Keene, NH 03431
Attn: Evan Clements, Community Development Department

Re: 429 Elm Street – Narrative for Residential Property Revitalization Zone application for tax relief
Project Name: 429 Elm Street Project

Mr. Clements,

HG Johnson Real Estate, on behalf of the property owner JC & C Rentals, submit the following information to aid in the granting tax relief as part of the Residential Property Revitalization Zone for the lot located at 429 Elm Street (TMP#: 520-005-000-000-000).

Written Narrative:

The property currently has (3) buildings that contain (3) housing units. An unfinished barn and shed are also on the property. This project will involve renovating the interior of the existing barn to create (2) new residential apartments: (1) two-bed, one-bath units and (1) one-bed, one-bath unit. To accommodate this change, new entrances will be added to the western side of the building. Additionally, the existing garage doors will be eliminated, existing dormers will be enlarged or replaced, and new insulated windows will be installed. No other exterior modifications are planned as part of this project. The entire property is served by city water and sewer.

There are (8) existing parking spaces on the property. Once complete, there will be (5) housing units on site with an average gross living area per unit of 900 SF. The total footprint of all buildings on the site is 3,185 SF (637 SF per unit). The parcel is 0.48 acres in size and located in the Low Density (LD) zoning district.

About JC & C Rentals:

Cheryl and Joe Bagster are local property owners and developers who live in Keene and specialize in providing high quality housing options for their tenants. They currently own 12 units of housing in the city and are working to expand their portfolio through acquisitions and development in the coming years.

We look forward to taking advantage of Keene’s Residential Property Revitalization Zone to help support this exciting project that will add (2) new affordable housing units to the city’s housing stock. Please reach out to me with any questions or concerns. Thank you.

Best regards,

Authentisign

George Hansel 04/21/26

George Hansel, HG Johnson Real Estate

Submitted on behalf of:

Authentisign

Joe and Cheryl Bagster 04/21/26

Cheryl & Joe Bagster, Property Owners

Online Application Link: <https://keenenh.gov/residential-property-revitalization-zone-application/>

Applicant Name: JC & C Rentals LLC

Is the Applicant the Property Owner? Yes

Building Address: 429 Elm Street, Keene, NH 03431

Phone: 603-313-5909

Email: jccb00@aol.com

Is the building an existing residential structure? No

Is the structure at least 40 years old? Yes

Is the property connected to City water and sewer service? Yes

Adds new housing: Does the project involve the creation of at least one new housing unit? Yes

Does the project resolve significant life safety or health risks in one or more existing housing units? No; However, it will be replacing the water service to the existing (3) housing units on the site.

Describe Existing Structure

Include details on the current use of the residential structure, number of units by type and size, etc.

The property currently has (3) buildings that contain (3) housing units. An unfinished barn and shed are also on the property. This project will involve renovating the interior of the existing barn to create (2) new residential apartments: (1) two-bed, one-bath units and (1) one-bed, one-bath unit. The entire property is served by city water and sewer.



Describe Proposed Project

Include detail on the proposed renovations, proposed use of the structure, number of units by type and size, estimated cost of renovations, etc.

Once complete, there will be (5) housing units on site with an average gross living area per unit of 900 SF.

Unit #1 (existing): 3-bedroom, 1.5 bath, 1,377 SF of living area

Unit #2 (existing): 2-bedroom, 1-bath, 732 SF of living area

Unit #3 (existing): 2-bedroom, 1-bath, 680 SF of living area

Unit #4 (under construction): 1-bedroom, 1-bath, 510 SF of living area

Unit #4 (under construction): 2-bedroom, 1-bath, 1063 SF of living area

The estimate cost of this development project is \$200,000.

Is the building eligible for listing or listed individually on the National or State Register of Historic Places or located within a locally designated, State or National Historic District? No.

Total Estimated Project Cost

Note: To be considered for this tax relief incentive, the project costs must be at least 15% of the pre-rehabilitation assessed value or \$50,000 (whichever is less). \$200,000

Estimated Project Start Date: November 2025

Expected Project Completion Date: August 2026

Attach a copy of a contract, contractor estimates, or itemized list of materials

Attach a project narrative, building plans or sketches, renderings or photographs to help explain the proposed rehabilitation or construction. Attach additional files if necessary.

Public Benefit

In order to qualify for tax relief under this program, the proposed work must provide at least one of the public benefits listed below. Greater consideration will be given to projects that provide more public benefits. You must choose at least one benefit.

It results in the creation of at least one new housing unit: Yes.



It prevents at least one housing unit from falling into obsolescence by addressing a life safety or health issue that would render the unit unlivable otherwise. No, but new water connections will be run to the existing units on the site.

It enhances and improves a structure that is culturally or historically important on a local, regional, state, or national level, either independently or within the context of a historic district, town center, or village center in which the building is located; or it preserves a historically significant structure that is listed on or determined eligible for listing on the National Register of Historic Places or the state register of historic places, such as existing carriage barns; No.

It maintains owner occupancy of a residential building or it returns a residential building to owner occupancy; No.

It increases the livability of the home by flood proofing a structure in a flood hazard zone, remediating contamination such as lead or asbestos, or significantly improving the energy performance of a home as determined by the NHSaves Home Heating Index tool by reducing the home heating index from a score of 9+ to a score of 4 or below. No.

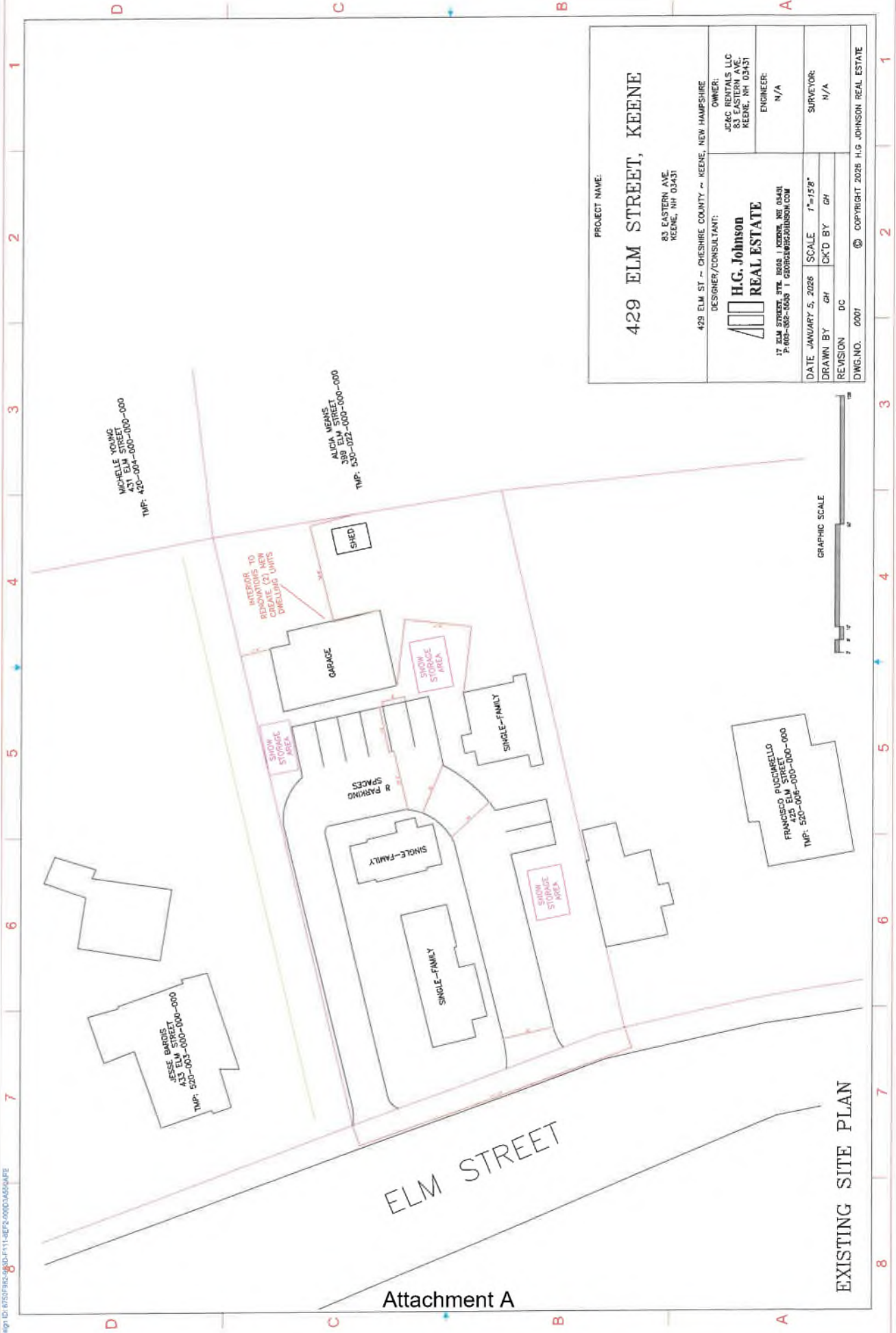
It results in a net-zero home that produces as much (or more) energy as it consumes by minimizing energy use through efficiency and meeting its remaining needs through renewable energy systems. No.





ent A

MapInfo ID: 8757386298.D\F11-8E72-0003A56A\FE



MICHELLE YOUNG
417 ELM STREET
TMP: 420-004-000-000-000

ALICIA MEANS
389 ELM STREET
TMP: 530-021-000-000-000

JESSE BARRIE
413 ELM STREET
TMP: 520-003-000-000-000

FRANCESCO PUCCONELLO
425 ELM STREET
TMP: 520-006-000-000-000

INTERIOR TO
RESERVATIONS
CREATE (2) NEW
DWELLING UNITS

SNOW
STORAGE
AREA

GARAGE

SHED

8
PARKING
SPACES

SINGLE-FAMILY

SINGLE-FAMILY

SINGLE-FAMILY

SNOW
STORAGE
AREA

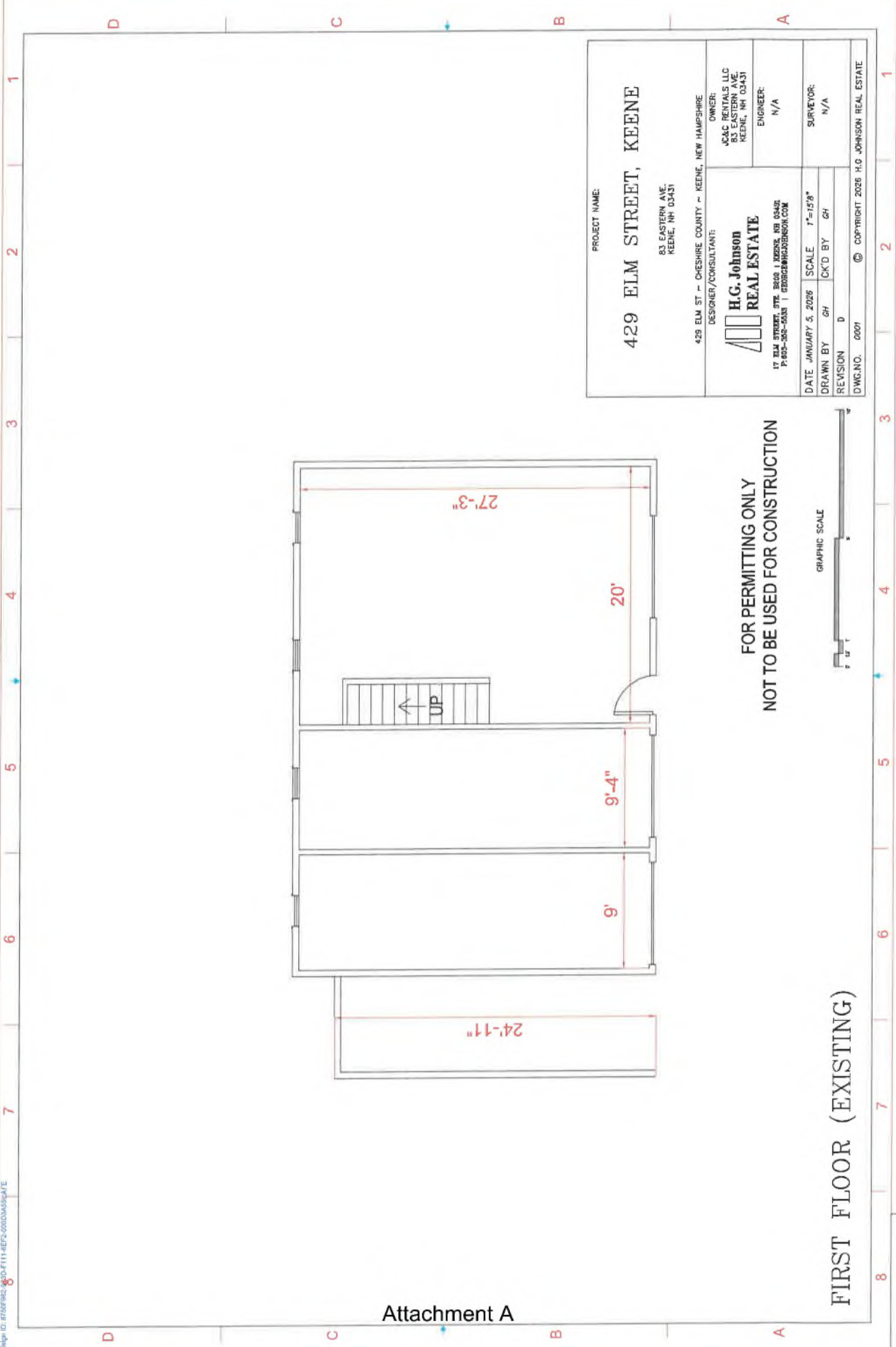
ELM STREET

GRAPHIC SCALE

PROJECT NAME: 429 ELM STREET, KEENE	
OWNER: J&AC RENTALS LLC 83 EASTERN AVE. KEENE, NH 03431	DESIGNER/CONSULTANT: H.G. Johnson REAL ESTATE 17 ELM STREET STE 1000 KEENE, NH 03431 P: 603-869-8658 G: 603-869-8659
ENGINEER: N/A	DATE: JANUARY 5, 2028
SURVEYOR: N/A	SCALE: 1"=158'
REVISION DC	DRAWN BY GH
DWG.NO. 0001	CK'D BY GH
© COPYRIGHT 2028 H.G. JOHNSON REAL ESTATE	

Attachment A

EXISTING SITE PLAN



Attachment A

PROJECT NAME:
429 ELM STREET, KEENE

83 EASTERN AVE.
KEENE, NH 03431

429 ELM ST - CHESHIRE COUNTY - KEENE, NEW HAMPSHIRE

OWNER:
JGAC RENTALS, LLC
150 EASTERN AVE
KEENE, NH 03431

DESIGNER/CONSULTANT:
**H.G. Johnson
REAL ESTATE**
17 ELM STREET, STE. 2000, J. KEENE, NH 03431
P: 603-265-0433 | G: 603-265-0434

ENGINEER:
N/A

SURVEYOR:
N/A

DATE: JANUARY 5, 2026 **SCALE:** 1"=15'8"
DRAWN BY: GH **CK'D BY:** GH
REVISION: D

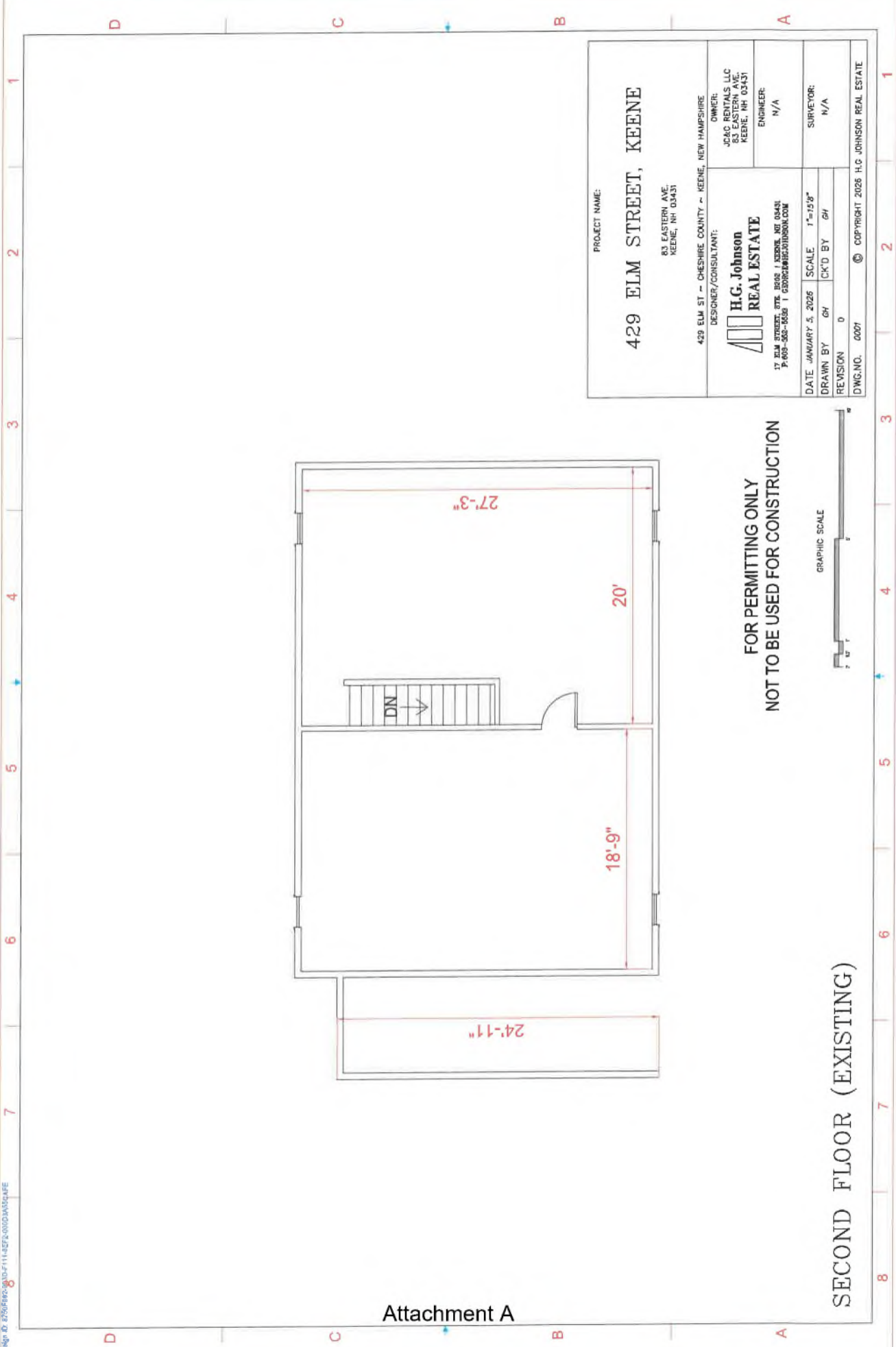
DWG. NO.: 0001 **© COPYRIGHT 2026 H.G. JOHNSON REAL ESTATE**

FOR PERMITTING ONLY
NOT TO BE USED FOR CONSTRUCTION



FIRST FLOOR (EXISTING)

Attachment A



FOR PERMITTING ONLY
NOT TO BE USED FOR CONSTRUCTION



PROJECT NAME:
429 ELM STREET, KEENE

83 EASTERN AVE
KEENE, NH 03431

429 ELM ST. - CHESHIRE COUNTY - KEENE, NEW HAMPSHIRE

OWNER:
J&C RENTALS, LLC
83 EASTERN AVE.
KEENE, NH 03431

DESIGNER/CONSULTANT:
H.G. Johnson
REAL ESTATE
17 ELM STREET, STE. 2038 | KEENE, NH 03431
P: 603-363-6338 | G: 603-363-6339

ENGINEER:
N/A

SURVEYOR:
N/A

DATE: JANUARY 5, 2026 **SCALE:** 1"=15'6"

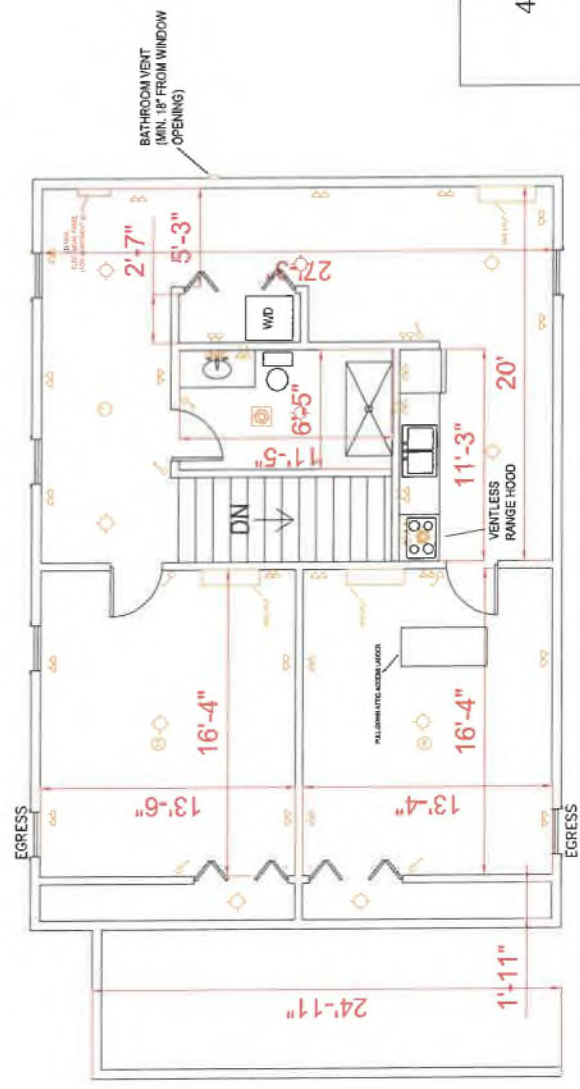
DRAWN BY: GH **CK'D BY:** GH

REVISION: 0

DWG. NO.: 0007 **© COPYRIGHT 2026 H.G. JOHNSON REAL ESTATE**

SECOND FLOOR (EXISTING)

ROOF INSULATION NOTES:
 1. All portions of the 2nd floor ceiling shall have a minimum R-value of R-38.
 2. Insulation must extend over the top of the wall plate to the outer edge and shall not be compressed in compliance with R004.2 of the IECC.



**FOR PERMITTING ONLY
 NOT TO BE USED FOR CONSTRUCTION**



SECOND FLOOR

PROJECT NAME: 429 ELM STREET, KEENE	
83 EASTERN AVE. KEENE, NH 03431	
OWNER: J&C RENTALS LLC 83 EASTERN AVE. KEENE, NH 03431	DESIGNER/CONSULTANT: H.G. Johnson REAL ESTATE 17 ELM STREET, STE. 2026 KEENE, NH 03401 P: 603-366-0833 O: 603-366-0830
ENGINEER: N/A	DATE: JANUARY 5, 2026
SURVEYOR: N/A	SCALE: 1"=10'-0"
DWG. NO.: 0001	REVISION: 0
DRAWN BY: GH CK'D BY: GH	
© COPYRIGHT 2026 H.G. JOHNSON REAL ESTATE	

Eligibility

Is the building an existing residential structure?

No

Is the structure at least 40 years old?

Yes

Is the property connected to City water and sewer service?

Yes

Project Type

Adds new housing: Does the project involve the creation of at least one new housing unit?

Yes

Preserves existing housing: Does the project resolve significant life safety or health risks in one or more existing housing units?

No

Project Information

Describe Existing Structure

The property currently has (3) buildings that contain (3) housing units. An unfinished barn and shed are also on the property. This project will involve renovating the interior of the existing barn to create (2) new residential apartments: (1) two-bed, one-bath units and (1) one-bed, one-bath unit. The entire property is served by city water and sewer.

Describe Proposed Project

Once complete, there will be (5) housing units on site with an average gross living area per unit of 900 SF.

Unit #1 (existing): 3-bedroom, 1.5 bath, 1,377 SF of living area

Unit #2 (existing): 2-bedroom, 1-bath, 732 SF of living area

Unit #3 (existing): 2-bedroom, 1-bath, 680 SF of living area

Unit #4 (under construction): 1-bedroom, 1-bath, 510 SF of living area

Unit #5 (under construction): 2-bedroom, 1-bath, 1063 SF of living area

The estimate cost of this development project is \$200,000.

Is the building eligible for listing or listed individually on the National or State Register of Historic Places or located within a locally designated, State or National Historic District?

No

Total Estimated Project Cost

\$200,000

Estimated Project Start Date

11/01/2025

Expected Project Completion Date

08/01/2026

Attach a project narrative, building plans or sketches, renderings or photographs to help explain the proposed rehabilitation or construction. Attach additional files if necessary.

- Residential-Property-Revitalization-Zone-429-Elm-Street_Signed.pdf

Public Benefit

It results in the creation of at least one new housing unit

Yes

If yes, please describe.

The project will create (2) new housing units by converting an existing garage into apartments.

It prevents at least one housing unit from falling into obsolescence by addressing a life safety or health issue that would render the unit unlivable otherwise.

No

It enhances and improves a structure that is culturally or historically important on a local, regional, state, or national level, either independently or within the context of a historic district, town center, or village center in which the building is located; or it preserves a historically significant structure that is listed on or determined eligible for listing on the National Register of Historic Places or the state register of historic places, such as existing carriage barns;

No

It maintains owner occupancy of a residential building or it returns a residential building to owner occupancy;

No

It increases the livability of the home by flood proofing a structure in a flood hazard zone, remediating contamination such as lead or asbestos, or significantly improving the energy performance of a home as determined by the NHEM Home Heating Index tool by reducing the home heating index from a score of 9+ to a score of 4 or below.

No

It results in a net-zero home that produces as much (or more) energy as it consumes by minimizing energy use through efficiency and meeting its remaining needs through renewable energy systems.

No



CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty Five

A RESOLUTION Relating to Adopting the Provisions of RSA 79-E “Community Revitalization Tax Relief Incentive”

Resolved by the City Council of the City of Keene, as follows:

WHEREAS, RSA 79-E “Community Revitalization Tax Relief Incentive” (hereinafter “RSA 79-E”) declares it a public benefit to enhance downtown and town centers with respect to economic activity, cultural and historic character, sense of community, and in-town residential uses that contribute to economic and social vitality; and

WHEREAS, RSA 79-E further declares it a public benefit to encourage the rehabilitation of underutilized structures in urban and town centers as a means of encouraging growth of economic, residential, and municipal uses in a more compact pattern, in accordance with RSA 9-B; and

WHEREAS, RSA 79-E also declares it a public benefit to provide short-term property assessment tax relief and a related covenant to protect public benefits in order to encourage substantial rehabilitation and use of qualifying structures, or in certain cases, the replacement of qualifying structures, as described herein; and

WHEREAS, RSA 79-E:4-b, “Residential Property Revitalization Zone,” further declares it a public benefit to revitalize and preserve existing housing stock by providing temporary tax relief for renovation projects that significantly improve the quality, condition, or use of qualifying residential structures in a designated residential property revitalization zone; and

WHEREAS, RSA 79-E:3 permits municipalities to adopt modifications of the provisions of RSA 79-E, as set forth within the Statute.

WHEREAS, on December 21, 2017 the City Council adopted RSA 79-E within certain districts located within the City as defined in R-2017-41; and

WHEREAS, on November 15, 2018 the City Council rescinded R-2017-41 and adopted RSA 79-E within certain districts located within the City as defined in R-2018-33; and

WHEREAS, the downtown district map changed when the City adopted in May 2021 with Ordinance O-2020-10-B the Land Use Code, along with the remapping of the City’s downtown zoning districts with Ordinance O-2020-11-A;

WHEREAS, on April 17, 2025, the City Council rescinded R-2017-41 and further updated the downtown district map as defined in R-2025-09;

WHEREAS, the City Council hereby rescinds R-2018-33 and R-2025-09, and readopts RSA 79-E in accordance with this Resolution;

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Keene that the Council hereby adopts and implements the provisions of RSA 79-E:4, with certain modifications, as follows:

RSA 79-E:4 Community Revitalization Tax Relief Incentive

A. For purposes of administering a RSA 79-E program within Keene, the City hereby defines that a “qualifying structure” shall mean non-residential use building or a mixed use building, being located within the area depicted on the map labeled “City of Keene Community Revitalization Tax Relief Incentive (RSA 79-E) District” dated December 4, 2025 attached hereto and made part of this Resolution.

B. “Substantial Rehabilitation” shall mean rehabilitation of a qualifying structure which costs at least \$75,000 and, in certain cases, replacement of a qualifying structure which costs at least \$75,000;

C. For purposes of administering the RSA 79-E program, the City Council shall ensure that the proposed substantial rehabilitation provides one or more of the following public benefits, or that the proposed replacement provides one or more of the public benefits to a greater degree than would substantial rehabilitation of the same qualifying structure:

I. It enhances the economic vitality of downtown areas;

II. It enhances and improves a structure that is culturally or historically important on a local, regional, state, or national level, either independently or within the context of an historic district, town center, or village center in which the building is located;

III. It promotes the preservation and reuse of existing building stock throughout a municipality by the rehabilitation of historic structures, thereby conserving the embodied energy in accordance with energy efficiency guidelines established by the U.S. Secretary of the Interior’s Standards for Rehabilitation;

IV. It promotes efficient design, safety, and a greater sense of community in a manner consistent with the Keene Comprehensive Master Plan;

V. It will add to the City’s employment base by creating at least one new, full-time job in Keene’s downtown area;

VI. It directly supports the integration of public art in the downtown; or

VII. It addresses one or more of the City’s adopted energy and climate goals as outlined in Resolution R-2018-36 and the Keene Comprehensive Master Plan.

D. "Tax Relief Period" shall mean that for a period of up to five (5) years, the property tax on a qualifying structure shall not increase as a result of the substantial rehabilitation or reconstruction thereof, beginning only upon completion of substantial rehabilitation or, in the case of a replacement structure, upon completion of its construction.

E. In accordance with RSA 79-E:5, the duration of the tax relief period for applications filed in Keene shall be considered in the context of each specific application and shall only provide that level of tax relief necessary in the discretion of the City Council to effectuate the specific targeted public benefit(s) outlined as determined by the City Council. By way of example, a qualifying project that is deemed by the City Council to provide one or two of the public benefits listed above may be granted a tax relief period of up to two years, and a qualifying project that provides three or more public benefits may be granted a tax relief period of up to five years; provided, however, that in determining what, if any, tax relief duration to provide, the City Council may consider the impact the proposed substantial rehabilitation will have on existing, or required, City infrastructure.

BE IT FURTHER RESOLVED by the Council of the City of Keene that the Council hereby adopts the provisions of RSA 79-E 4-b, as follows:

RSA 79-E: 4-b Residential Property Revitalization Zone

A. For purposes of administering the RSA 79-E:4-b Residential Property Revitalization program within Keene, the City hereby defines that a "qualifying structure" shall mean an existing residential structure which is at least 40 years old and is a one or 2-family home or an attached multi-family home with not more than 4 units. Parcel(s) must also have both city water and sewer service.

B. "Significant improvement" shall mean rehabilitation of a qualifying structure which costs at least 15 percent of the pre-rehabilitation assessed valuation or at least \$50,000, whichever is less, and includes the creation of at least one new housing unit or resolves significant life safety or health risks, as determined by the Building and Health Official.

C. For purposes of administering a RSA 79-E:4-b Residential Property Revitalization program within Keene, the City Council shall ensure that the proposed significant improvement provides one or more of the following public benefits:

I. It results in the creation of at least one new housing unit;

II. It prevents at least one housing unit from falling into obsolescence by addressing a life safety or health issue that would render the unit unlivable otherwise;

III. It enhances and improves a structure that is culturally or historically important on a local, regional, state, or national level, either independently or within the context of a historic district, town center, or village center in which the building is located; or it preserves a historically significant structure that is listed on or determined eligible for listing on the National Register of Historic Places or the state register of historic places, such as existing carriage barns;

IV. It maintains owner occupancy of a residential building or it returns a residential building to owner occupancy;

V. It increases the livability of the home by flood proofing a structure in a flood hazard zone, remediating contamination such as lead or asbestos, or significantly improving the energy performance of a home as determined by the NH Saves Home Heating Index tool by reducing the home heating index from a score of 9 or above to a score of 4 or below;

VI. It results in a net-zero home that produces as much (or more) energy as it consumes by minimizing energy use through efficiency and meeting its remaining needs through renewable energy systems.

D. "Tax Relief Period" shall mean that for a period of up to five (5) years the property tax on a qualifying structure shall not increase as a result of the significant improvement or reconstruction thereof, beginning only upon completion of significant improvement. The City Council may, in its discretion, add up to an additional two (2) years of tax relief for a project that results in new residential units and add up to an additional four (4) years of tax relief for the substantial rehabilitation or significant improvement of a qualifying structure that is listed on or determined eligible for listing on the National Register of Historic Places, state register of historic places, or is located within and important to a locally designated historic district, provided that the substantial rehabilitation is conducted in accordance with the U.S. Secretary of Interior's Standards for Rehabilitation.

E. In accordance with RSA 79-E:5, the duration of the tax relief period for applications filed in Keene shall be considered in the context of each specific application and shall only provide that level of tax relief necessary in the discretion of the City Council to effectuate the specific targeted public benefit(s) outlined as determined by the City Council. In making a determination about the duration of tax relief the City Council shall consider the following: a qualifying project may be granted a base level of tax relief of up to five years and may only receive additional years as outlined in Section D based on the extent to which the project meets the criteria and public benefit(s); provided, however, that in determining what, if any, tax relief duration to provide, the City Council may consider the impact the proposed substantial rehabilitation will have on existing, or required, City infrastructure.

No property may be granted tax relief under this chapter more than once in a 20-year period.

BE IT FURTHER RESOLVED that a property owner, as a condition of being granted such tax relief, shall

A. Document the proposed public benefit(s) at the time of the application for tax relief under the Keene RSA 79-E program; and

B. Provide the City promptly with all information and documentation that the City may deem relevant for review of the application for such tax relief, as well as for review of the rehabilitation or replacement project under federal, state, and local laws, codes, and regulations, as may be applicable; and

C. Grant to the City a Covenant ensuring that the structure shall be maintained and used in a manner that furthers the public benefit(s) for which the property tax relief was granted and shall require the property owner to obtain casualty insurance, and flood insurance, if appropriate, for twice the term of the tax relief granted; and

D. Grant to the City a lien against the property for the purpose of ensuring proper restoration or demolition of damaged structures and property; and

E. Maintain the property as taxable, regardless of whether the property owner is otherwise subject to property taxes under RSA 72; and

F. The City reserves the right to conduct inspections of the property to ensure compliance with the covenant at the discretion of Community Development Director; and

BE IT FURTHER RESOLVED that if the Covenant is terminated for any reason, the City shall assess all current and arrears taxes, with interest, to the property owner as though no tax relief was granted in accordance with RSA 79-E:9,II; and

BE IT FURTHER RESOLVED that the City Manager or their designee is hereby authorized to execute all documents and undertake all actions as may be required to implement this resolution. This resolution shall take effect upon approval by City Council.



Jay V. Kahn, Mayor

In City Council December 4, 2025.
Referred to the Planning, Licenses and
Development Committee.



City Clerk

A true copy;

Attest: 
City Clerk

PASSED: December 18, 2025



CITY OF KEENE NEW HAMPSHIRE

ITEM #G.1.

Meeting Date: June 18, 2026
To: Mayor and Keene City Council
From: Megan Fortson, Planner
Through: Paul Andrus, Community Development Director
Subject: **Resignation - Charles Redfern - Energy & Climate Committee - City Planner**

Recommendation:

Accept the resignation of Charles Redfern from the Energy & Climate Committee with gratitude for his service.

Attachments:

1. Charles Redfern Resignation Letter

Background:

Charles Redfern is an alternate member of the Energy & Climate Committee. He has served on the committee since 2022 and has submitted his resignation effective immediately due to scheduling conflicts.

From: Chuck
Sent: Tuesday, June 16, 2026 1:58 PM
To: Megan Fortson
Cc: Terri Hood; Mayor Jay Kahn
Subject: E.C.C. Resignation by Charles Redfern

According to established procedures, I am submitting my resignation from the Energy & Climate Committee effective upon receipt and approval of the Mayor and City Council. It has been my joy and gratitude to serve with such a dedicated group of individuals. Unfortunately, in recent times I have encountered scheduling conflicts, which makes continuing participation on this committee a challenge.

I wish to thank City Council, Mayor Jay Kahn, and staff for the unwavering support given to this important committee.

With respect and gratitude,

Charles H. Redfern



CITY OF KEENE NEW HAMPSHIRE

ITEM #H.1.

Meeting Date: June 18, 2026
To: Mayor and Keene City Council
From: Planning, Licenses and Development Committee, Standing Committee
Through:
Subject: **Councilor Ruttle-Miller - Request to Reinstate the College City Commission**

Recommendation:

On a vote of 5 to 0, the Planning, Licenses and Development Committee recommends that the request to reinstate the College City Commission be placed on more time.

Attachments:

None

Background:

Chair Filiault noted that Mayor Kahn wanted to be present to discuss this, so if there were no objections from Councilor Ruttle-Miller or others, the Chair was inclined to put this on more time. Councilor Ruttle-Miller did not object.

The following motion by Chair Filiault was duly seconded by Councilor Haas.

On a vote of 5 to 0, the Planning, Licenses and Development Committee recommends that the request to reinstate the College City Commission be placed on more time.



CITY OF KEENE NEW HAMPSHIRE

ITEM #H.2.

Meeting Date: June 18, 2026
To: Mayor and Keene City Council
From: Planning, Licenses and Development Committee, Standing Committee
Through:
Subject: **Mayor Kahn - Potential Expansion of Permitted Uses in Commerce, Industrial, and Industrial Park Zones**

Recommendation:

On a vote of 5 to 0, the Planning, Licenses and Development Committee recommends that the Potential Expansion of Permitted Uses in Commerce, Industrial, and Industrial Park Zones be placed on more time.

Attachments:

None

Background:

Because Mayor Kahn could not attend, Chair Filiault recommended placing this on more time and heard no objections from the Committee.

The following motion by Chair Filiault was duly seconded by Vice Chair Jones.

On a vote of 5 to 0, the Planning, Licenses and Development Committee recommends that the Potential Expansion of Permitted Uses in Commerce, Industrial, and Industrial Park Zones be placed on more time.

Councilor Haas asked that City staff be prepared to discuss this in light of the legislation happening in Concord that might make this irrelevant. Also, to discuss how these two occupancies might interact across the City in the different zones.



ITEM #H.3.

CITY OF KEENE NEW HAMPSHIRE

Meeting Date: June 18, 2026
To: Mayor and Keene City Council
From: Finance, Organization and Personnel Committee, Standing Committee
Through:
Subject: Execution of a Change Order for Engineering Services with McFarland Johnson - City Engineer

Recommendation:

On a vote of 5 to 0, the Finance, Organization and Personnel Committee recommends the Execution of a Change Order for Engineering Services with McFarland Johnson be placed on more time.

Attachments:

None

Background:

City Engineer Bryan Ruoff stated he was before the Committee relating to the Lower Winchester Street Corridor Improvements project. Mr. Ruoff stated when this project started, the scope and project understanding was that DOT would handle the right-of-way appraisal and acquisition portion of the project on behalf of the City and the Town of Swanzey.

In September 2025, DOT informed the City that the Right-of-Way Bureau did not have the capacity to complete this scope of work within the project schedule and that right-of-way services would need to be performed by the City or its consultant as part of the project.

Mr. Ruoff went on to say, in consideration of that, the City has been negotiating a scope-associated fee with their consultant McFarland Johnson, who is under contract for the project.

Mr. Ruoff agreed the cost is very high. The cost has been reviewed and confirmed appropriate by DOT for similar scopes of work on projects that have been completed as part of DOT projects in other communities.

The change order amount, which has been confirmed as appropriate by DOT is \$1,338,000, 80% of which will be paid by DOT as part of the scope of this project. Relative to the engineering services right-of-way acquisition phase of the project, 20% would be the City's responsibility at approximately \$276,000. He noted this amount has already been allocated as part of the project.

Mr. Ruoff went on to say initially this project was scheduled for construction in FY27 which is not

2026-286

going to happen at this point and is on the DOT 10-year schedule for construction in FY32. Mr. Ruoff stated staff has reached out to DOT to see if they would consider participation at 100%, since that was the original agreement, and stated his understanding is that the request is currently under review. He indicated staff is requesting that the City portion be covered in the event that DOT disagrees with providing that financial backing. He added it is also important to note that although DOT never does, they are well within their right to ask for expenses for their project management and cost during the management of the project.

Councilor Lake with reference to the timing piece asked whether this was the normal amount of time ahead of a project to be completing the scope of work. Mr. Ruoff stated where the project is scheduled for construction funding, he felt the right of way phase is earlier than you would normally see it. Usually, this work is done a year or two ahead of time, not five years ahead of time. The Councilor asked whether it makes sense for the City to do this work now because the documents won't change. Mr. Ruoff stated DOT is approving funding the design phase immediately (money that is available for them to expend). He added his assumption is the construction for FY32 is likely tied in with the Route 101 right of way construction.

The City Manager asked the Engineer how time-sensitive this issue is. She indicated \$276,000 is a lot of money which the City does not have in the budget. She said she would like to see it tabled until we find out DOT's response or have a motion that is contingent on 100% funding from the DOT. She added approving contingent 100% funding would mean if we do not get the funding from DOT, the staff would have to come back before the Committee. She stated her concern with approving this item is, it gives the impression the City has \$276,000 to allocate for this project. Because of that, she recommended holding off on approval. The City Engineer stated staff could wait for an approval pending DOT's decision.

Councilor Chalice noted these are comparable costs to other communities, but this is a no bid contract and asked whether their fees for the work are comparable as well. Mr. Ruoff stated DOT has confirmed that their fee was appropriate.

Chair Powers asked for clarification as to whether the total cost of 1.3 million dollars also includes acquisition of the properties. Mr. Ruoff answered in the negative. He added the portion that will not be the City's responsibility is the actual cost for right-of-way services which will be split between Keene and Swanzey. This is an intercommunity change order that needs to be approved by DOT. The Chair raised the issue of the properties being acquired. Mr. Ruoff stated there are 53 properties, some of which would require easements or temporary access agreements. However, many of them would be right-of-way land acquisitions.

The City Manager stated she is comfortable with the dollar amount and the scope because it has been reviewed by DOT and it is a complicated project.

The following motion by Councilor Lake was duly seconded by Councilor Chadbourne.

On a vote of 5 to 0, the Finance, Organization and Personnel Committee recommends the Execution of a Change Order for Engineering Services with McFarland Johnson be placed on more time.



CITY OF KEENE NEW HAMPSHIRE

Meeting Date: June 18, 2026
To: Mayor and Keene City Council
From: Planning, Licenses and Development Committee, Standing Committee
Through:
Subject: **Relating to the Definition of "Family"
Ordinance O-2026-02**

Recommendation:

On a vote of 5 to 0, the Planning, Licenses and Development Committee recommends the adoption of Ordinance O-2026-02.

Attachments:

1. O-2026-02 Relating to the Definition of Family_referral
2. LDC Mock Up Pages

Background:

Chair Filiault welcomed Senior Planner Mari Brunner to speak to this Ordinance. Ordinance O-2026-02 was originally introduced on February 5, 2026, a public workshop was held on March 9, and the public hearing occurred on May 21, 2026. Ms. Brunner welcomed questions since the Committee had heard about this Ordinance a few times already. As a brief reminder, this came about because of a change to state law from the 2025 legislative session, House Bill 457 "Relative to Zoning Restrictions on Dwelling Unit." Basically, the state made it illegal to regulate in the municipal zoning code based on the familial or non-familial relationships between people. That is causing the City to have to update its definition of "family." Staff recommended to switch to more of a functional family definition, which focuses more on how a group operates together rather than how they are related to each other. There are a couple other scholar provisions in this Ordinance related to a dwelling unit, which specify that it is intended for non-transient users. It also closed a loophole to make sure that anytime somebody proposes a change to a definition, such as the definition of family, which is technically outside the zoning code, it would still go through the zoning amendment process and have the same level of public engagement and scrutiny as a normal zoning change would have.

Councilor Williams wondered about any downstream effects on the Code that might result from having changed this definition; what in the future might we also have to change? Ms. Brunner said there are a few downstream effects that staff noted in the staff report. Notably, for short-term rentals, which is an Ordinance that was already introduced and would be discussed next month at a public workshop scheduled for July 13. The other major downstream effect would be impacts to community

living and social service uses, which is a whole category of uses that staff are currently working on updating and bringing an ordinance forward for the Committee to review on the topic. Ms. Brunner said other impacts are less or ones the City is not aware of yet, or they are not to the same level where they need to be addressed as urgently. For example, the other category of impacts in the staff report was the change to occupancy limits; right now the Zoning Code is the only thing that limits how many unrelated people can be in a unit together, so by getting rid of that, there is no number to rely on. However, other codes like life safety codes are relied upon to ensure situations are healthy and safe.

Councilor Haas said all of these things were to get away from trying to define what a family is and to define how many people can be in a dwelling unit; he said we moved away from those toward the life safety codes to define neighborhoods regarding impervious surfaces, parking, trash, and more. He said that links the Land Development Code closely to these issues when an occupancy begins. Moving forward with this Ordinance, Airbnbs, and temporary lodging, he said the City always needs to keep that together and talk about how to enforce things after the fact; how would the City know because they do not do internal inspections on one/two-family housing? He asked how to get all the good intentions in the Land Development Code and Building Codes aligned with what happens later. He said it is a big task. Then maybe Fire Marshall Rick Wood can help with these things. Ms. Brunner agreed that Fire Marshall Wood, who is the Building Official and Health Official, would be at the public workshop for the short-term rental discussion to specifically talk to those topics. With respect to the Ordinance under discussion tonight, Ms. Brunner did not think this changed much other than that it is easier to say if it is more than four unrelated people it is a violation and now it would probably be more of an investigation to see if it is a household or not. She does not think the City gets a lot of complaints about occupancy issues; there used to be more when there was a higher student population and more of an impact on community housing vs. now with most of the student population on campus. Councilor Haas thinks a lot goes to property maintenance standards and that is where the City needs to give attention and be able to respond effectively to how things change over time.

Councilor Jones recalled the City writing the congregate living regulations in the early 2000s when there were student issues, mostly with frat houses, and the City wanted them to get licenses if more than four unrelated people lived together. During the City's homelessness issues, the City added the social services aspect to those regulations. Now, he said both were becoming obsolete, he would think, because of the definition of family. Ms. Brunner thought that she would have to look into fraternity and sororities a little more. With respect to the congregate living and social service uses she could not speak to each use individually, but there would be some definitions that would probably need to change in response to this that staff were in the process of working on and would bring more forward on that topic. So, Councilor Jones said the Council could anticipate changes to those regulations.

Councilor Ruttle-Miller mentioned that as the legislative season winds down in Concord and many new bills have been passed, with a range of dates when those bills go into effect based on the way the legislation is written. She assumed whatever the date is that the state says this is effective would be when it is effective regardless. So, whenever the City's Code says, it does not really matter—if the state is allowing it and the City's Code does not match it, people are allowed by right to do it. She asked how long the City has to update its zone. Ms. Brunner said the state changed the law and it went into effect pretty much immediately on September 13, 2025. So, at this time, the City's current definition of "family" is not something it could enforce. Councilor Ruttle-Miller wanted people to be aware that the state will pass a law with an effective date and then the City has to update our Code to

match the state law. This means people do not necessarily have to follow the City's rule the way it is written if it has not yet been updated to match the law passed by the state. She said the state law is effective regardless while the City works through kinks on its end. Ms. Brunner said yes, the City tries to track to the best of its ability and keep its Code up to date and in compliance with the state law as much as possible. She said it had been challenging for the past year or two with a lot of state changes that affected zoning codes, which take a lot of time to work through. Luckily in Keene, these changes can go through the City Council whereas smaller towns only have one chance per year at town meetings to come into compliance. So, Ms. Brunner said it is challenging but Councilor Ruttle-Miller is correct that state law always supersedes the City's laws. Although, they are generally in alignment to avoid confusion. Councilor Ruttle-Miller wanted to be clear as a new Councilor. Ms. Brunner said there were approximately 70 bills dealing with zoning in the past year. Chair Filiault said it could all change again in November and not to become too comfortable with any of the bills.

The following motion by Councilor Ruttle-Miller was duly seconded by Vice Chair Jones.

On a vote of 5 to 0, the Planning, Licenses and Development Committee recommends the adoption of Ordinance O-2026-02.



CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty-Six

AN ORDINANCE Relating to the Definition of "Family"

Be it ordained by the City Council of the City of Keene, as follows:

That Chapter 100 of the City Code of the City of Keene, New Hampshire, as amended, is hereby further amended by adding the bolded underlined text, and deleting the stricken text as follows:

1. That Article 1, Section 1.2.1 "Definitions" be amended by adding a new sub-section "D," as follows. The intent of this proposed change is to ensure that any future changes to definitions in the Land Development Code that would modify the meaning of the zoning regulations are treated as a zoning amendment.

1.2.1 Definitions

Terms that are not specifically defined in this LDC shall be accorded their commonly accepted meanings, unless the context in which they are used clearly indicates to the contrary.

- A. For the purposes of determining the commonly accepted meaning of any term, reference may be made to the latest edition of Webster's Dictionary.
- B. Terms not otherwise defined in this LDC that are defined in NH Revised Statutes Annotated (RSAs) may take on the statutory definition.
- C. The definitions of this LDC shall take precedence over any conflicting definitions, if such conflict arises.
- D. **For the purpose of amendments to this LDC, any modifications to one or more definitions that would have the effect of modifying the Zoning Regulations shall be treated as a zoning text amendment. These terms shall include, but not be limited to, "Family," "Frontage," and "Public Right-of-Way."**

2. That Article 26, Section 26.4.3.A be amended to state that modifications to the definitions in Article 29 which would have the effect of modifying the zoning ordinance shall follow the same application and review procedures described in Section 26.3 of the LDC, as follows:

- A. Articles 1 through 19 **and Article 29**. For amendments proposed to Article 1 through 19 of this LDC **or for amendments to definitions in Article 29 that affect the Zoning Regulations**, the same application and review procedures shall be followed as those

described in Section 26.3 of this LDC, with respect to amendments to the Zoning Regulations and Zoning Map.

3. That the definition of the term “Dwelling Unit” in Article 29 be amended to clarify that this term does not include transient uses such as hotels or motels, as follows:

Dwelling Unit - A single unit providing complete, independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking and sanitation. **This use shall not be deemed to include such transient occupancies as hotel/motel or bed and breakfast.**

4. That the definition of the term “Family” in Article 29 be deleted in its entirety and replaced, as follows. The intent of this proposed change is to bring the City of Keene’s definition into compliance with New Hampshire State Statute 674:16, which prohibits a local municipality from adopting or enforcing an ordinance that is based on the familial or non-familial relationships or marital status, occupation, employment status, or educational status of the occupants of a dwelling unit.

~~Family – Family shall mean one of the following: 1) two or more natural persons related by blood, marriage, civil union, adoption, or foster care, living together as a single housekeeping unit with or without customary household helpers in a dwelling unit; or 2) a group of four or fewer natural persons, who are not related by blood, marriage, civil union, adoption, or foster care, living together as a single housekeeping unit in a dwelling unit. This term shall not preclude one natural person from being the sole occupant of any dwelling unit.~~

Family – Family shall mean a natural person living alone or a group of natural persons living together as a single housekeeping unit that is primarily non-transient. For the purposes of this definition, “transient” shall mean occupancy of a room or dwelling unit for less than 30 consecutive days or rental of a room or dwelling unit for a term of less than one month.

Jay V. Kahn, Mayor

In City Council February 5, 2026.
Referred to the Joint Planning Board/
Planning, Licenses and Development
Committee.

City Clerk

1.2 RULES OF INTERPRETATION

1.2.1 Definitions

Terms that are not specifically defined in this LDC shall be accorded their commonly accepted meanings, unless the context in which they are used clearly indicates to the contrary.

- A. For the purposes of determining the commonly accepted meaning of any term, reference may be made to the latest edition of Webster's Dictionary.
- B. Terms not otherwise defined in this LDC that are defined in NH Revised Statutes Annotated (RSAs) may take on the statutory definition.
- C. The definitions of this LDC shall take precedence over any conflicting definitions, if such conflict arises.
- D. **For the purpose of amendments to this LDC, any modifications to one or more definitions that would have the effect of modifying the Zoning Regulations shall be treated as a zoning text amendment. These terms shall include, but not be limited to, "Family," "Frontage," and "Public Right-of-Way."**

1.2.2 Lists & Examples

Unless otherwise expressly indicated, lists of items or examples that use "including," "such as," or similar terms are intended to provide examples only, and shall not be construed as being limited to the items or examples listed.

1.2.3 Time Computation

In computing any period of time prescribed or allowed by these rules, except as may be required by order of a court or by applicable law, the day of the act, event, or default after which the designated period of time begins to run shall not be included. The last day of the period so computed shall be included, unless it is a Saturday, Sunday, legal holiday, or other day upon which the City is closed, in which event the period shall extend until the end of the next day that is not a Saturday, Sunday, legal holiday, or other day upon which the City is closed.

1.2.4 Conjunctions

- A. "And" indicates that all connected words or provisions apply.
- B. "Or" indicates that the connected words or provisions may apply singly or in any combination.
- C. "Either [...] or" indicates that the connected words or provisions apply singly, but not in combination.

1.2.5 Mandatory, Prohibitory, & Permissive Terms

- A. "Must," "will," and "shall" are mandatory terms that express a requirement.
- B. "Must not," "will not," "shall not," and "may not" are terms that express a prohibition.
- C. "Should" is a term that expresses a suggestion or recommendation.
- D. "May" is permissive term.

1.2.6 Current Versions & Citations

All references to other regulations or manuals in this LDC refer to the most current version and citation for those regulations or manuals, unless indicated otherwise. When the referenced regulations or manuals have been repealed and not replaced by other regulations or manuals, the requirements for compliance as specified in this LDC are no longer in effect.

1.2.7 Graphics, Illustrations, & Flowcharts

Graphics, illustrations, diagrams, and flowcharts are included in this LDC to visually explain the intent and requirements of the text. In the case of a conflict between the text and any graphic, illustration, diagram, or flowchart, the text controls.

1.2.8 Common Abbreviations

- A. "ft" is an abbreviation for "feet."
- B. "in" is an abbreviation for "inch."
- C. "Max" is an abbreviation for "maximum."
- D. "Min" is an abbreviation for "minimum."

26.4 LAND DEVELOPMENT CODE AMENDMENTS

26.4.1 Description

The standards and requirements set forth in the City of Keene Land Development Code (also referred to as "this LDC") may be amended from time to time. The process for amending this LDC varies depending upon which article or articles are proposed to change. The process for amending the Zoning Regulations, which are contained in Articles 2 through 19 of this LDC, shall be as described in Section 26.3.

26.4.2 Authority

The City Council, after receiving a recommendation from the Planning Licenses and Development Committee, and from the Planning Board with respect to Articles 20, 21 and Sections 26.10 through 26.14 of Article 26, and from the Historic District Commission with respect to amendments to Article 22 and Section 26.15 of Article 26, shall take action on proposed amendments to this LDC.

26.4.3 Procedure

In addition to the common application and review procedures of this Article, the following procedures shall apply with respect to proposed amendments to this LDC.

- A. **Articles 1 through 19 and Article 29.** For amendments proposed to Articles 1 through 19 of this LDC **or for amendments to definitions in Article 29 that affect the Zoning Regulations,** the same application and review procedures shall be followed as those described in Section 26.3 of this LDC, with respect to amendments to the Zoning Regulations and Zoning Map.
- B. **Articles 20, 21, 25 and Sections 26.10-26.14 and 26.19 of Article 26 - "Subdivision Regulations," "Site Development Standards," and "Earth Excavation Regulations"** and Planning Board Application Procedures. For amendments proposed to Articles 20, 21, 25, and Sections 26.10 through 26.14 and 26.19 of Article 26 of this LDC, the following procedures shall apply.

1. **Planning Board Public Hearing.** In accordance with NH RSA 675:6, the Planning Board shall hold a public hearing on the proposed amendments, and shall decide on whether they should be approved, approved with amendments, or denied. If the Planning Board denies the proposed amendments, the process shall come to an end.

- a. Notice for this public hearing shall be provided pursuant to NH RSA 675:7.

2. **Introduction to and Review by City Council.** Following either approval or approval with amendments by the Planning Board, the proposed amendments shall be submitted to City Council as a draft ordinance. Such ordinance shall be referred to the Planning, Licenses, and Development Committee for a recommendation to City Council. Upon receipt of such recommendation, the City Council shall vote to approve or disapprove the ordinance.

3. **Filing.** Following approval by City Council, the amended regulations shall be certified by a majority of the Planning Board, and shall be placed on file with the City Clerk in accordance with NH RSA 675:8. A copy of the amended regulations shall be sent to the NH Office of Planning and Development (OPD) for filing pursuant to NH RSA 675:9; provided, however, that failure to file the amended regulations with OPD shall not affect their validity.

- C. **Article 22 and Section 26.15 of Article 26 - "Historic District Regulations" and "Historic District Certificate of Appropriateness."** For amendments proposed to Article 22 of this LDC, the following procedures shall apply.

1. **Historic District Commission Public Hearing.** In accordance with NH RSA 675:6, the Historic District Commission shall hold a public hearing on the proposed amendments, and shall decide on whether they should be approved, approved with amendments, or denied. If the Historic District Commission denies the proposed

Driveway - The travel surface for vehicles that connects an off-street parking space(s), or a parking area of a parking lot to the street access.

Drug Treatment Clinic - A non-residential facility authorized by the state to provide treatment and licensed drugs to natural persons, including, but not limited to, methadone or suboxone, to manage and treat drug dependencies.

Dwelling - A structure, or portion thereof, designed or used exclusively for human habitation, including single-family dwellings, two-family dwellings, and multi-family dwellings. Dwellings may be either attached or detached.

Dwelling, Above Ground Floor - A dwelling unit that is located on the second story or higher of a building that is above ground.

Dwelling, Manufactured Housing - Any structure, transportable in one or more sections, which in the traveling mode is 8-body feet or more in width and 40-body feet or more in length or when erected on site is 320-sf or more, and which is built on a permanent chassis and is designed to be used as a dwelling with or without a permanent foundation when connected to required utilities, which include plumbing, heating and electrical systems contained therein. Manufactured housing is regulated by the U.S. Department of Housing and Urban Development via the National Manufactured Housing Construction and Safety Standards and is so labeled. Manufactured housing as defined in this section does not include campers or recreation vehicles as defined in NH RSA 216-I:1 or NH RSA 259:84-a; presite built housing as defined in NH RSA 674:31-a; or modular buildings as defined in NH RSA 205-C:1, XI.

Dwelling, Multi-family - A structure containing 3 or more dwelling units located on a single lot, with dwelling units either stacked or attached horizontally, which is designed, occupied, or intended for occupancy by 3 or more separate families.

Dwelling, Single-Family - A free-standing building containing only 1 dwelling unit on a single lot, which is designed, occupied, or intended for occupancy by 1 family.

Dwelling, Two-Family / Duplex - One building on a single lot containing 2 independent dwelling units, which is designed, occupied or intended for occupancy by 2 separate families.

Dwelling Unit - A single unit providing complete, independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking and sanitation. **This use shall not be deemed to include such transient occupancies as hotel/motel or bed and breakfast.**

Earth - Sand, gravel, rock, soil, or construction aggregate produced by quarrying, crushing, or any other mining activity or such other naturally occurring unconsolidated materials that normally mask the bedrock.

Earth-Disturbing Activity / Earth-Disturbing Events - Actions taken to alter the existing vegetation and/or underlying soil of a site, such as timber harvesting, clearing, grading, site preparation (e.g., excavating, cutting, and filling), soil compaction, and movement and stockpiling of top soils.

Economic Hardship - Quantifiable or verifiable expenditures or fiscal loss that is unreasonable for the property owner to bear under the circumstances. Demonstration of economic hardship shall not be based on or include any of the following circumstances: willful or negligent acts by the owner; purchase of the property for substantially more than market value; failure to perform normal maintenance and repairs; failure to diligently solicit and retain tenants; or failure to provide normal tenant improvements.

Elevation (Building) - (1) A wall of a building; (2) An architectural drawing showing vertical elements, generally exterior, of a building.

Equipment Shelter - For the purposes of Article 13 "Telecommunications Overlay District", equipment shelter shall mean an enclosed structure, cabinet, shed, vault, or box near the base of the mount within which is housed equipment for telecommunication facilities such as batteries and electrical equipment. Equipment shelters are sometimes referred to as "base transceiver structures."

Erect - To construct, reconstruct, excavate, fill, drain or conduct physical operations of any kind in preparation for or in pursuance of construction or reconstruction, or to move a building or structure upon a lot.

Event Venue - A facility that provides hosting and rental services of a banquet hall or similar facility for private events (e.g. wedding receptions, holiday parties, fundraisers, etc.) with on-site or catered food service to invited guests during intermittent dates and hours of operation. Live entertainment may occur as part of an event. An event venue is not operated as a restaurant with regular hours of operation.

Excavation Activity/Excavation Operations/Processing Activities - For the purposes of Article 24 - "Earth Excavation Regulations," excavation activity/excavation operations/processing activities shall mean the act of moving or removing earth, including but not limited to, all activities associated with the commercial taking of earth, production and processing of construction aggregate, transportation of earth and site restoration. Associated excavation and processing activities also include, but are not limited to: digging, drilling, blasting, bulldozing, crushing, washing, screening, sorting, scaling, weighing, stockpiling, loading, and transporting earth.

Excavation Area - For the purposes of Article 24 - "Earth Excavation Regulations," excavation area shall mean the surface area within an excavation site where excavation has occurred or is eligible to occur under the provisions of this LDC, and NH RSA 155-E. This area may be also referred to as the "pit surface area."

Excavation Perimeter - For the purposes of Article 24 - "Earth Excavation Regulations," excavation perimeter shall mean the land within an excavation site, which includes the excavation area, areas where excavation operations and processing activities are performed, stockpiling areas, and any areas where earth materials are or will be loaded or unloaded for purposes of transport.

Excavation Project - For the purposes of Article 24 - "Earth Excavation Regulations," excavation project shall mean a timeframe that includes all excavation activities to be conducted on an excavation site, including all excavation phases.

Excavation Site - For the purposes of Article 24 - "Earth Excavation Regulations," excavation site shall mean any area of contiguous land in common ownership upon which excavation takes place.

Façade - The front of a building or structure or any of its sides that faces a public right-of-way.

Fall Zone - The area within which there is a potential hazard from falling debris, such as ice, which encompasses a circle with a diameter equal to twice the height of a telecommunication facility as measured on the ground from the base of the facility.

Family - **Family shall mean a natural person living alone or a group of natural persons living together as a single housekeeping unit that is primarily non-transient. For the purposes of this definition, "transient" shall mean occupancy of a room or dwelling unit for less than 30 consecutive days or rental of a room or dwelling unit for a term of less than one month.**

Farming - Any land, buildings or structures on or in which agriculture and farming operations or activities are carried out or conducted as defined by NH RSA 21:34-A. Such operations include, but are not limited to, animal husbandry, the cultivation, production, harvesting and sale of any agricultural, floricultural, viticultural, forestry, or horticultural crops as well as ancillary activities integral to the operation of a farm.

Feather Sign (also known as Blade Sail Sign) - A sign made of flexible material that is generally, but not always, rectangular in shape and attached to a pole on one side so the sign can move with the wind.

Fenestration - The arrangement of windows, exterior doors and other exterior openings on a building.

Fire Line - Any pipe, including appurtenant valves or fittings, conveying water from a water main to private fire apparatus, and conveying water at no



CITY OF KEENE NEW HAMPSHIRE

ITEM #L.1.

Meeting Date: June 18, 2026
To: Mayor and Keene City Council
From: Finance, Organization and Personnel Committee, Standing Committee
Through:
Subject: Fiscal Year 2027 Wage Schedules
Ordinance O-2026-11

Council Action:

In City Council June 4, 2026.

Tabled Ordinance O-2026-11 until the June 18, 2026, City Council Meeting to be taken up after the budget adoption.

A true record;

Attest:

A handwritten signature in cursive script, appearing to read "Christi D. [unclear]".

City Clerk

Recommendation:

On a vote of 3 to 0, the Finance, Organization and Personnel Committee recommends the adoption of Ordinance O-2026-11.

Attachments:

1. O-2026-11-FY27 Wage Schedules_Referral_tabled
2. O-2026-11 Attachment

Background:

Human Resources Director Darcy Newport was the next speaker. Ms. Newport stated she was before the Committee regarding Ordinance O-2026-11, which requests replacing the existing wage and salary schedules for non-union employees. The revised schedules include a 3% cost-of-living increase. She noted the national CPI is trending right around 3.8% with the Northeast having a broader range of somewhere between 2% and 4%. Hence, the 3% feels like a responsible increase. Ms. Newport stated this would also align with what is happening within the bargaining unit.

Ms. Newport stated there are also a few title changes. The first is the Assistant Planner position focused on sustainability and the other is the Fire Marshal. These are two additional positions that were discussed during budget review. The only other change is in Human Resources. Ms. Newport stated there are two individuals in her department whose title are Benefits Assistant, which doesn't

feel appropriate for the nature of their responsibilities. One is the Benefits Administrator and the other is essentially focused on recruitment and development of people. To be more aligned with what is happening in the industry, her proposal is to change their title to Human Resources Administrators. There is no budget implication for this title change.

The City Manager stated the two positions that were referenced, the Assistant Planner/Sustainability is a change of a part-time position to a full-time position with the difference being paid for by donations. The Fire Marshal position is moving from a contract position onto the salary schedule. These positions have no financial impact.

The following motion by Councilor Lake was duly seconded by Councilor Chalice.

On a vote of 3 to 0, the Finance, Organization and Personnel Committee recommends the adoption of Ordinance O-2026-11.



CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty Six

AN ORDINANCE Relating to Class Allocations and Salary Schedule

Be it ordained by the City Council of the City of Keene, as follows:

That the Ordinances of the City of Keene, as amended, hereby are further amended by deleting Section 2-231, "City Council Appointments' Salary Schedules;" of Chapter 2, entitled "Administration;" as well as Section 62-141 "Call Firefighter Hourly Wage Schedule;" Section 62-166, "Hourly Wage Schedule for Probationary Public Works;" Section 62-191, "Probationary Firefighter;" Section 62-192, "Probationary Police Officer;" and Section 62-194, "Administrative, Office, Technical and Management – Annual Salary Schedule;" of Chapter 62 entitled, "Personnel," and by substituting in lieu thereof the following attached new sections: Section 2-231, "City Council Appointments' Salary Schedule;" Section 62-141 "Call Firefighter Hourly Wage Schedule;" Section 62-166, "Probationary Public Works Hourly Wage Schedule;" Section 62-191, "Probationary Firefighter;" Section 62-192 "Probationary Police Officer;" and Section 62-194, "Administrative, Office, Technical and Management – Annual Salary Schedule;" effective July 1, 2026.

Jay V. Kahn, Mayor

In City Council May 21, 2026.
Referred to the Finance, Organization and
Personnel Committee.

Kathleen Richards
Deputy City Clerk

In City Council June 4, 2026.
Tabled until June 18, 2026, City Council
Meeting after budget adoption.

Christi Wood
City Clerk

City Code Section 2-231

**COUNCIL APPOINTMENTS
ANNUAL SALARY SCHEDULE**
(effective July 1, 2026)

<u>SALARY</u>	<u>City Clerk</u>	<u>City Attorney</u>	<u>City Manager</u>
CA1	105,660	130,797	157,013
CA2	110,415	136,683	164,079
CA3	115,384	142,834	171,463
CA4	120,576	149,262	179,179
CA5	126,002	155,979	187,242
CA6	131,672	162,998	195,668

City Code Section 62-141

**CALL FIREFIGHTER
HOURLY WAGE SCALE**
Non-bargaining unit
(effective July 1, 2026)

<u>GRADE</u>		<u>STEP 1</u>
CF1	Non-certified Probationary Firefighter	\$ 12.30
CF2	Probationary Firefighter (Level 1)	\$ 15.99
CF3	Probationary Firefighter (Level 2)	\$ 17.79
CF4	Firefighter (Level 1)	\$ 18.45
CF5	Firefighter (Level 2)	\$ 22.15
CF6	Special services (Chaplain, Photographer & Aide)	\$ 17.21

City Code Section 62-166

The hourly wage schedule for probationary public works employees is as follows:

**PROBATIONARY PUBLIC WORKS
HOURLY WAGE SCHEDULE**

Non-bargaining unit
(effective July 1, 2026)

<u>GRADE</u>	<u>STEP 1</u>
PPW 1	\$17.84
PPW 2	\$18.64
PPW 3	\$19.48
PPW 4	\$20.36
PPW 5	\$21.28
PPW 6	\$22.23
PPW 7	\$23.23
PPW 8	\$24.28
PPW 9	\$25.37
PPW 10	\$26.52
PPW 11	\$27.70
PPW 12	\$28.95

GRADE

PPW 2	Maintenance Aide I; Recycler I; Recycler I/Attendant
PPW 4	Water & Sewer Service Aide II; Household Hazardous Waste Coordinator
PPW 5	Maintenance Aide II; Motor Equipment Operator I; Recycler II; Water & Sewer Service Aide II
PPW 7	Mechanic I
PPW 8	Motor Equipment Operator II: Water Meter & Backflow Specialist
PPW 9	Mechanic II; Sign Maker; Maintenance Mechanic; Utility Operator
PPW 10	Highway Foreman; Transfer Station Foreman; Maintenance Technician I; Lead Mechanic; Water/Sewer Senior Equipment Operator
PPW 11	Maintenance Electrician
PPW 12	Water & Sewer Foreman; Maintenance Technician II; Shop Manager; Solid Waste Operations Foreman; Senior Utility Operator; Highway Operations Foreman:Water Meter and Backflow Foreman

City Code Section 62-191

PROBATIONARY FIREFIGHTER
HOURLY WAGE SCHEDULE
Non-bargaining unit
(effective July 1, 2026)

<u>GRADE</u>		<u>STEP 1</u>
PF 1	Firefighter/EMT B	\$23.84
PF 2	Firefighter/A-EMT	\$25.60
PF 3	Firefighter/Medic	\$27.50
PF 4	Paramedic Only	\$26.52

City Code Section 62-192

PROBATIONARY POLICE OFFICER
HOURLY WAGE SCHEDULE
Non-bargaining unit
(effective July 1, 2026)

<u>GRADE</u>		<u>STEP 1</u>
PP 1	Uncertified Hire	\$32.40

City Code Section 62-194 Administrative, office, technical and management personnel.

The annual salary schedule for administrative, office, technical and management personnel is as follows:

**ADMINISTRATIVE, OFFICE, TECHNICAL AND MANAGEMENT
ANNUAL SALARY SCHEDULE**
Non-bargaining unit
(effective July 1, 2026)

<u>GRADE</u>	<u>STEPS</u>					
	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>
S 4	41,912	43,798	45,769	47,829	49,981	52,230
S 5	43,798	45,769	47,829	49,981	52,230	54,580
S 6	45,769	47,829	49,981	52,230	54,580	57,036
S 7	47,829	49,981	52,230	54,580	57,036	59,603
S 10	54,580	57,036	59,603	62,285	65,088	68,017
S 11	57,036	59,603	62,285	65,088	68,017	71,078
S 12	59,603	62,285	65,088	68,017	71,078	74,277
S 13	62,285	65,088	68,017	71,078	74,277	77,619
S 14	65,088	68,017	71,078	74,277	77,619	81,112
S 15	68,017	71,078	74,277	77,619	81,112	84,762
S 16	71,078	74,277	77,619	81,112	84,762	88,576
S 17	74,277	77,619	81,112	84,762	88,576	92,562
S 18	77,619	81,112	84,762	88,576	92,562	96,727
S 19	81,112	84,762	88,576	92,562	96,727	101,080
S 20	84,762	88,576	92,562	96,727	101,080	105,629
S 21	88,576	92,562	96,727	101,080	105,629	110,382
S 22	92,562	96,727	101,080	105,629	110,382	115,349
S 23	96,727	101,080	105,629	110,382	115,349	120,540
S 24	101,080	105,629	110,382	115,349	120,540	125,964
S 25	105,629	110,382	115,349	120,540	125,964	131,632
S 26	110,382	115,349	120,540	125,964	131,632	137,555
S 27	115,349	120,540	125,964	131,632	137,555	143,745
S 28	120,540	125,964	131,632	137,555	143,745	150,214
S 29	125,964	131,632	137,555	143,745	150,214	156,974
S 30	131,632	137,555	143,745	150,214	156,974	164,038
S 31	137,555	143,745	150,214	156,974	164,038	171,420
S 32	143,745	150,214	156,974	164,038	171,420	179,134

City Code Section 62-194

ADMINISTRATIVE, OFFICE, TECHNICAL AND MANAGEMENT

(July 1, 2026)

- S 4 Library Aide
- S 5 Minute Taker
- S 6 Administrative Assistant; Records Clerk
- S 7 Administrative Assistant I
- S 8 NO POSITIONS ASSIGNED
- S 9 NO POSITIONS ASSIGNED
- S 10 Audio Video Production Specialist, Recreation Specialist
- S 11 Office Manager; Parking Services Technician
- S 12 Librarian I; Planning Technician; Executive Secretary; Staff Accountant;
Purchasing Specialist; Human Resource Specialist
- S 13 NO POSITIONS ASSIGNED
- S 14 **Assistant Planner**
- S 15 Executive Assistant; Librarian II; Payroll Administrator; Human Resources-Assistant **Administrator**;
Youth Services Manager; Engineering Technician; Assistant City Clerk; Senior Paralegal
Police Dispatch Supervisor; Social Worker; Fire Department Administrator; Deputy Revenue Collector
- S 16 Planner; Laboratory Supervisor; GIS Coordinator
- S 17 Property Appraiser; Recreation Programmer; Librarian III; Airport Maintenance & Operations Manager;
IT Systems Specialist; Parking Operations Manager; Recreation Facilities Manager
- S 18 Purchasing Agent; Civil Engineer; Solid Waste Manager; Maintenance Manager; Revenue Collector;
Records Manager/Deputy City Clerk; Laboratory Manager; Human Services Manager;
Treatment Plant Manager; Deputy City Clerk; Infrastructure Project Manager
- S 19 Senior Planner, Recreation Manager: Fleet Services Manager; Accounting & Fund Manager;
Highway Operations Manager; Building Construction Manager
- S 20 Systems Administrator; Purchasing & Contract Services Manager: Water/Sewer Operations Manager
- S 21 NO POSITIONS ASSIGNED
- S 22 Assistant City Engineer
- S 23 NO POSITIONS ASSIGNED
- S 24 City Engineer; Database Administrator; Building/Health Official; Deputy City Attorney
- S 25 Assistant Finance Director/Assistant Treasurer; Assistant Public Works Director/Division Head;
Airport Director
- S 26 City Assessor; Human Resources Director; Library Director; Parks & Recreation Director
- S 27 IT Director; Community Development Director; Police Captain; Deputy Fire Chief; **Fire Marshal**
- S 28 Finance Director/Treasurer
- S 29 Public Works Director
- S 30 Police Chief: Fire Chief
- S 31 Deputy City Manager
- S 32 NO POSITIONS ASSIGNED



CITY OF KEENE NEW HAMPSHIRE

ITEM #L.2.

Meeting Date: June 18, 2026

To: Mayor and Keene City Council

From: Finance, Organization and Personnel Committee, Standing Committee

Through:

Subject: **Relating to Appropriation of Funds for the FY 2026-2027 Bond Issues: Ashuelot River Green Space, Downtown Infrastructure Improvements & Reconstruction Project, Gilbo Ave Solar Pavillion Project, Lower Winchester Street Reconstruction, Roadway Preservation & Rehabilitation Program, Robin Hood Park Improvement Project, Stormwater Resiliency Program, Martell Court Bypass Project, Downtown: Sewer Improvements Program, Water Distribution Improvements Program.**
Resolution R-2026-10
Resolution R-2026-12
Resolution R-2026-13
Resolution R-2026-14
Resolution R-2026-15
Resolution R-2026-16
Resolution R-2026-17
Resolution R-2026-18
Resolution R-2026-19
Resolution R-2026-20

Council Action:

In City Council June 4, 2026.

Voted unanimously to accept the withdrawal of Resolution R-2026-11 Relating to Appropriation of Funds for the Ashuelot River Dam Repair or Removal.

The remaining bond resolutions (R-2026-10, R-2026-12, R-2026-13, R-2026-14, R-2026-15, R-2026-16, R-2026-17, R-2026-18, R-2026-19, R-2026-20) will be tabled until the June 18, 2026, City Council Meeting to be considered after budget adoption.

A true record;

Attest:

A handwritten signature in cursive script, appearing to read "Cassie Ward".

City Clerk

Recommendation:

On a vote of 3 to 0, the Finance, Organization and Personnel Committee recommends adoption of Resolution R-2026-10.

2026-236

On a vote of 3 to 0, the Finance, Organization and Personnel Committee recommends withdrawal of Resolution R-2026-11.

On a vote of 3 to 0, the Finance, Organization and Personnel Committee recommends adoption of Resolution R-2026-12.

On a vote of 3 to 0, the Finance, Organization and Personnel Committee recommends adoption of Resolution R-2026-13.

On a vote of 3 to 0, the Finance, Organization and Personnel Committee recommends adoption of Resolution R-2026-14.

On a vote of 3 to 0, the Finance, Organization and Personnel Committee recommends adoption of Resolution R-2026-15.

On a vote of 3 to 0, the Finance, Organization and Personnel Committee recommends adoption of Resolution R-2026-16.

On a vote of 3 to 0, the Finance, Organization and Personnel Committee recommends adoption of Resolution R-2026-17.

On a vote of 3 to 0, the Finance, Organization and Personnel Committee recommends adoption of Resolution R-2026-18.

On a vote of 3 to 0, the Finance, Organization and Personnel Committee recommends adoption of Resolution R-2026-19.

On a vote of 3 to 0, the Finance, Organization and Personnel Committee recommends adoption of Resolution R-2026-20.

Attachments:

1. R-2026-10- Funds for the Ashuelot River Greenspace_Referral
2. R-2026-12-Funds for the Downtown Infrastructure Improvements_Referral
3. R-2026-13-Funds for the Gilbo Ave Solar Pavillion_Referral
4. R-2026-14-Funds for the Lower Winchester Street Reconstruction_Referral
5. R-2026-15-Funds for the Roadway Preservation & Rehabilitation_Referral
6. R-2026-16-Funds for the Robin Hood Park Improvements_Referral
7. R-2026-17-Funds for the Stormwater Resiliency_Referral
8. R-2026-18-Funds for the Martell Court Bypass Project_Referral
9. R-2026-19-Funds for the Downtown - Sewer Improvements Program_Referral
10. R-2026-20-Funds for the Water Distribution Improvements_Referral

Background:

- Resolution 2026-10: Relating to Appropriation of Funds for the Ashuelot River Green Space Project. That the sum of \$200,000 be appropriated for the Ashuelot River Green space project.

The following motion by Councilor Lake was duly seconded by Councilor Chalice.

On a vote of 3 to 0, the Finance, Organization and Personnel Committee recommends adoption of Resolution R-2026-10.

- Resolution R-2026-11: Relating to Appropriation of Funds for the Ashuelot River Dam Repair or Removal Project.

Kari Chamberlain, Finance Director/Treasurer stated the Ashuelot River Dam Repair or Removal is being withdrawn.

The following motion by Councilor Chalice was duly seconded by Councilor Lake.

On a vote of 3 to 0, the Finance, Organization and Personnel Committee recommends withdrawal of Resolution R-2026-11.

- Resolution R-2026-12: Relating to Appropriation of Funds for the Downtown Infrastructure Improvements & Reconstruction Project. That the sum of \$3,932,830 be appropriated for the downtown infrastructure improvements and reconstruction project.

The following motion by Councilor Lake was duly seconded by Councilor Chalice.

On a vote of 3 to 0, the Finance, Organization and Personnel Committee recommends adoption of Resolution R-2026-12.

- Resolution R-2026-13: Appropriation of Funds for Gilbo Avenue Solar Pavilion project. The sum of \$439,200 be appropriated for that project.

Councilor Chalice clarified that the assertion is that this is the one project that we actually have the potential to make back (monies) in terms of the energy that is being generated over time from the solar project. The City Manager stated this allocation is actually just a small portion of the overall project because the City received the Northern Borders grant for this project. The project in its entirety is over \$2,000,000. This portion of the project that is being contributed by the City will be offset over time by the energy savings we will see from the generated power.

The following motion by Councilor Chalice was duly seconded by Councilor Lake.

On a vote of 3 to 0, the Finance, Organization and Personnel Committee recommends adoption of Resolution R-2026-13.

- Resolution R-2026-14: Relating to the Appropriation of Funds for the Lower Winchester Street Reconstruction. That the sum of \$143,550 be appropriated for that project.

The following motion by Councilor Lake was duly seconded by Councilor Chalice.

On a vote of 3 to 0, the Finance, Organization and Personnel Committee recommends adoption of Resolution R-2026-14.

- Resolution R-2026-15: Relating to Appropriation of Funds for the Roadway Preservation & Rehabilitation Program. That the sum of \$500,000 be appropriated for that program.

The following motion by Councilor Chalice was duly seconded by Councilor Lake.

On a vote of 3 to 0, the Finance, Organization and Personnel Committee recommends adoption of Resolution R-2026-15.

- Resolution R-2026-16: Relating to Appropriation of Funds for the Robin Hood Park Improvement project. That the sum of \$1,117,000 be appropriated for that project.

The following motion by Councilor Lake was duly seconded by Councilor Chalice.

On a vote of 3 to 0, the Finance, Organization and Personnel Committee recommends adoption of Resolution R-2026-16.

- Resolution R-2026-17: Relating to the Appropriation of Funds for the Stormwater Resiliency Program. That the sum of \$3,509,300 be appropriated for that program.

The following motion by Councilor Chalice was duly seconded by Councilor Lake.

On a vote of 3 to 0, the Finance, Organization and Personnel Committee recommends adoption of Resolution R-2026-17.

- Resolution R-2026-18: Relating to the Appropriation of Funds for the Martell Court Bypass Project. That the sum of \$825,000 be appropriated for that project through bond funding.

The following motion by Councilor Lake was duly seconded by Councilor Chalice.

On a vote of 3 to 0, the Finance, Organization and Personnel Committee recommends adoption of Resolution R-2026-18.

- Resolution R-2026-19: Relating to Appropriation of Funds for the Downtown Sewer Improvements Program. That the sum of \$1,369,200 be appropriated for that project through bond funding.

The following motion by Councilor Chalice was duly seconded by Councilor Lake.

On a vote of 3 to 0, the Finance, Organization and Personnel Committee recommends adoption of Resolution R-2026-19.

- Resolution R-2026-20: Relating to Appropriation of Funds for the Water Distribution Improvements Program. That \$1,690,200 be appropriated and raised through bond funding.

The following motion by Councilor Lake was duly seconded by Councilor Chalice.

On a vote of 3 to 0, the Finance, Organization and Personnel Committee recommends adoption of Resolution R-2026-20.



CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty-Six

A RESOLUTION Relating to Appropriation of Funds for the Ashuelot River Green Space Project

Resolved by the City Council of the City of Keene, as follows:

That the sum of two hundred thousand dollars (\$200,000) is hereby appropriated for the Ashuelot River Green Space Project, and to fund said appropriation, the City Treasurer, with the approval of the City Manager, is authorized to borrow up to two hundred thousand dollars (\$200,000) under the provisions of the Municipal Finance Act and to issue bonds or notes thereof.

Jay V. Kahn, Mayor

In City Council May 21, 2026.
Referred to the Finance, Organization and
Personnel Committee.

Kath Richards
Deputy City Clerk

In City Council June 4, 2026.
Tabled to the June 18, 2026
City Council Meeting.

Cass Wood
City Clerk



CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty-Six

A RESOLUTION Relating to Appropriation of Funds for the Downtown Infrastructure Improvements & Reconstruction Project

Resolved by the City Council of the City of Keene, as follows:

That the sum of three million nine hundred thirty-two thousand eight hundred thirty dollars (\$3,932,830) is hereby appropriated for the Downtown Infrastructure Improvements and Reconstruction Project, and to fund said appropriation, the City Treasurer, with the approval of the City Manager, is authorized to borrow up to three million nine hundred thirty-two thousand eight hundred thirty dollars (\$3,932,830) under the provisions of the Municipal Finance Act and to issue bonds or notes thereof.

Jay V. Kahn, Mayor

In City Council May 21, 2026.
Referred to the Finance, Organization and
Personnel Committee.

Kath Richards
Deputy City Clerk



CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty-Six

A RESOLUTION Relating to Appropriation of Funds for the Gilbo Ave Solar Pavillion Project

Resolved by the City Council of the City of Keene, as follows:

That the sum of four hundred thirty-nine thousand two hundred dollars (\$439,200) is hereby appropriated for the Gilbo Ave Solar Pavillion Project, and to fund said appropriation, the City Treasurer, with the approval of the City Manager, is authorized to borrow up to four hundred thirty-nine thousand two hundred dollars (\$439,200) under the provisions of the Municipal Finance Act and to issue bonds or notes thereof.

Jay V. Kahn, Mayor

In City Council May 21, 2026.
Referred to the Finance, Organization and
Personnel Committee.

Kelli Richards

Deputy City Clerk

In City Council June 4, 2026.
Tabled to the June 18, 2026
City Council Meeting.

Christi Wood

City Clerk



CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty-Six

A RESOLUTION Relating to Appropriation of Funds for the Lower Winchester Street Reconstruction

Resolved by the City Council of the City of Keene, as follows:

That the sum of one hundred forty-three thousand five hundred fifty dollars (\$143,550) is hereby appropriated for the Lower Winchester Street Reconstruction, and to fund said appropriation, the City Treasurer, with the approval of the City Manager, is authorized to borrow up to one hundred forty-three thousand five hundred fifty dollars (\$143,550) under the provisions of the Municipal Finance Act and to issue bonds or notes thereof.

Jay V. Kahn, Mayor

In City Council May 21, 2026.
Referred to the Finance, Organization and
Personnel Committee.

Kelli Richards

Deputy City Clerk

In City Council June 4, 2026.
Tabled to the June 18, 2026
City Council Meeting.

Chris Wood

City Clerk



CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty-Six

A RESOLUTION Relating to Appropriation of Funds for the Roadway Preservation & Rehabilitation Program

Resolved by the City Council of the City of Keene, as follows:

That the sum of five hundred thousand dollars (\$500,000) is hereby appropriated for the Roadway Preservation & Rehabilitation Program, and to fund said appropriation, the City Treasurer, with the approval of the City Manager, is authorized to borrow up to five hundred thousand dollars (\$500,000) under the provisions of the Municipal Finance Act and to issue bonds or notes thereof.

Jay V. Kahn, Mayor

In City Council May 21, 2026.
Referred to the Finance, Organization and Personnel Committee.

Kelli Richards
Deputy City Clerk

In City Council June 4, 2026.
Tabled to the June 18, 2026 City Council Meeting.

Chris Wood
City Clerk



CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty-Six

A RESOLUTION Relating to Appropriation of Funds for the Robin Hood Park Improvement Project

Resolved by the City Council of the City of Keene, as follows:

That the sum of one million one hundred seventeen thousand dollars (\$1,117,000) is hereby appropriated for the Robin Hood Park Improvement Project, and to fund said appropriation, the City Treasurer, with the approval of the City Manager, is authorized to borrow up to one million one hundred seventeen thousand dollars (\$1,117,000) under the provisions of the Municipal Finance Act and to issue bonds or notes thereof.

Jay V. Kahn, Mayor

In City Council May 21, 2026.
Referred to the Finance, Organization and
Personnel Committee.

Kath Richards
Deputy City Clerk

In City Council June 4, 2026.
Tabled to the June 18, 2026
City Council Meeting.

Ceri Wood
City Clerk



CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty-Six

A RESOLUTION Relating to Appropriation of Funds for the Stormwater Resiliency Program

Resolved by the City Council of the City of Keene, as follows:

That the sum of three million five hundred nine thousand three hundred dollars (\$3,509,300) is hereby appropriated for the Stormwater Resiliency Program, and to fund said appropriation, the City Treasurer, with the approval of the City Manager, is authorized to borrow up to three million five hundred nine thousand three hundred dollars (\$3,509,300) under the provisions of the Municipal Finance Act and to issue bonds or notes thereof.

Jay V. Kahn, Mayor

In City Council May 21, 2026.
Referred to the Finance, Organization and
Personnel Committee.

Kath Richards
Deputy City Clerk

In City Council June 4, 2026.
Tabled to the June 18, 2026
City Council Meeting.

Ceri Wood
City Clerk



CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty-Six

A RESOLUTION Relating to Appropriation of Funds for the Martell Court Bypass Project

Resolved by the City Council of the City of Keene, as follows:

That the sum of eight hundred twenty-five thousand dollars (\$825,000) is hereby appropriated for the Martell Court Bypass Project, and to fund said appropriation, the City Treasurer, with the approval of the City Manager, is authorized to borrow up to eight hundred twenty-five thousand dollars (\$825,000) under the provisions of the Municipal Finance Act and to issue bonds or notes thereof.

Jay V. Kahn, Mayor

In City Council May 21, 2026.
Referred to the Finance, Organization and
Personnel Committee.

Kath Richards
Deputy City Clerk

In City Council June 4, 2026.
Tabled to the June 18, 2026
City Council Meeting.

Chris Wood
City Clerk



CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty-Six

A RESOLUTION Relating to Appropriation of Funds for the Downtown: Sewer Improvements Program

Resolved by the City Council of the City of Keene, as follows:

That the sum of one million three hundred sixty-nine thousand two hundred dollars (\$1,369,200) is hereby appropriated for the Downtown: Sewer Improvements Program, and to fund said appropriation, the City Treasurer, with the approval of the City Manager, is authorized to borrow up to one million three hundred sixty-nine thousand two hundred dollars (\$1,369,200) under the provisions of the Municipal Finance Act and to issue bonds or notes thereof.

Jay V. Kahn, Mayor

In City Council May 21, 2026.
Referred to the Finance, Organization and
Personnel Committee.

Kelli Richards

Deputy City Clerk

In City Council June 4, 2026.
Tabled to the June 18, 2026
City Council Meeting.

Chris Wood

City Clerk



CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty-Six

A RESOLUTION Relating to Appropriation of Funds for the Water Distribution Improvements Program

Resolved by the City Council of the City of Keene, as follows:

That the sum of one million six hundred ninety thousand two hundred dollars (\$1,690,200) is hereby appropriated for the Water Distribution Improvements Program, and to fund said appropriation, the City Treasurer, with the approval of the City Manager, is authorized to borrow up to one million, six hundred ninety thousand, two hundred dollars (\$1,690,200) under the provisions of the Municipal Finance Act and to issue bonds or notes thereof.

Jay V. Kahn, Mayor

In City Council May 21, 2026.
Referred to the Finance, Organization and
Personnel Committee.

Kath Richards
Deputy City Clerk

In City Council June 4, 2026.
Tabled to the June 18, 2026
City Council Meeting.

Ceri Wood
City Clerk



CITY OF KEENE NEW HAMPSHIRE

ITEM #L.3.

Meeting Date: June 18, 2026
To: Mayor and Keene City Council
From: Finance, Organization and Personnel Committee, Standing Committee
Through:
Subject: Relating to the 2026/2027 Fiscal Year Budget
Resolution R-2026-09-C

Council Action:

In City Council June 4, 2026.

Voted unanimously to recommend that Resolution R-2026-09-B be amended, and the resulting "C" version of the Resolution be tabled until the June 18, 2026, City Council meeting.

A true record;

Attest:

A handwritten signature in cursive script, likely belonging to the City Clerk.

City Clerk

Recommendation:

On a vote of 3 to 0, the Finance, Organization and Personnel Committee recommends the adoption of Resolution R-2026-09-B.

Attachments:

1. R-2026-09-C Relating to the 2026-2027 fiscal year budget_tabled
2. R-2026-09-C Attachment

Background:

The City Manager explained today is the night the Finance Committee makes recommended changes to any of the budget items that are about to follow and then votes on each item. The next step is the budget hearing, which will be at the Council meeting. Items will then be tabled until the next Council meeting, where the full Council will vote on all the budget related items, bonds etc.

Tonight the Committee has several Resolutions related to the budget, both the operating budget and the capital plan. During the budget discussion, some items were changed which is 2026-09-A and those changes include \$3,500 being added in the Mayor training budget line. \$15,000 in the Parks and Rec Summer Night Chapel, boiler replacement project. There is a subtraction of \$33,000 for the in-kind contribution to the CIP project, Jordan Road salamander project. Ashuelot River Dam project is being pushed out as staff continues to seek grant funding for that project. This project had

originally been included in bonding and there was a small interest payment calculated at \$3,600. Those net changes reduced the bottom line by \$18,100.

There was also discussion about the four additional firefighters.

The City Manager stated there is also one other additional change, which is another reduction: Solid Waste Fund - Personnel numbers were overstated - wage lines need to be reduced by \$62,055.

Fire Department is an increase in the bottom line by \$525,460.

Councilor Lake clarified the Resolution before the Committee includes all the changes just mentioned. The City Manager stated where it says R-2026-09-A, those are the changes that the Finance Director included. Those are the ones discussed during budget review.

Next to that section are changes that were discussed tonight, the firefighters, and the reduction in Solid Waste wage lines, which would end up being R-2026-09-B.

The City Manager added Solid Waste is not part of general taxation. It is a separate revolving fund; it won't impact the bottom line for taxation. The only change tonight is the firefighters, which would increase the bottom line by the \$525,460.

Councilor Lake stated he would be offering one additional change. On page 41 under the Elected and Appointed Officials under the Council's official expense in Line 524430, there is a supplemental request for \$1,770 dollars, \$450 of that is for a subscription to the Sentinel. The Councilor did not feel this is something that Council should be having the taxpayers purchase for Council. He felt if Councilors want a subscription to the local newspaper, this is something they should pay for. He added the Councilors are already paid a salary to compensate for their time and to expend as they need to carry out their duties. He stated he would be asking that this item be deleted from the budget. Councilor Chalice stated she agrees with this suggestion.

The Finance Director explained that the updated Resolution R-2026-09-B language would be as follows: That the sum of \$32,941,678 be raised by taxation during the current year, which, together with \$46,758,701 for estimated operating revenues aggregating the total \$79,700,379 is hereby appropriated for the use of the several departments of the City Government, and further that the sum of \$5,446,533 be appropriated for capital expenditures and capital reserve appropriations in the City proprietary funds, funded by the use of capital reserves, fund balance, and current revenues, for the fiscal year beginning July 1, 2026, as attached hereto and made a part thereof.

The following motion by Councilor Chalice was duly seconded by Councilor Lake.

On a vote of 3 to 0, the Finance, Organization and Personnel Committee recommends the adoption of Resolution R-2026-09-B.



CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty-Six

A RESOLUTION Relating to the 2026/2027 fiscal year budget

Resolved by the City Council of the City of Keene, as follows:

That the sum of \$32,941,678 be raised by taxation during the current year, which together with \$47,283,711 for estimated operating revenues aggregating \$80,225,389 is hereby appropriated for the use of the several departments of the City Government, and further that the sum of \$5,446,533 be appropriated for capital expenditures and capital reserve appropriations in the City proprietary funds, funded by the use of capital reserves, fund balance and current revenues, for the fiscal year beginning July 1, 2026, as attached hereto and made a part thereof.

Jay V. Kahn, Mayor

In City Council June 4, 2026.
Tabled to the June 18, 2026
City Council Meeting.


City Clerk

R-2026-09-C 2026/2027 Annual Operating Budget

General Fund Revenue & Other Financing Sources:	<i>Proposed</i>	General Fund Appropriations:	<i>Proposed</i>
Property Tax Revenue	\$ 32,941,678	Elected & Appointed Officials	\$ 2,771,417
Use of Surplus	3,842,085	Capital Projects	7,492,049
Other Taxes	1,760,000	Administrative Services	7,532,731
Tax Increment Financing	485,032	Community Services	26,307,640
Licenses, Permits & Fees	4,621,819	Municipal Development Services	8,520,848
Intergovernmental	4,003,216	Debt Service	4,893,476
Charges for Services	2,867,086		
Fines & Forfeits	64,910		
Miscellaneous	2,565,371		
Other Financing Sources	4,366,964		
NET GENERAL FUND OPERATING REVENUES	\$ 57,518,161	NET GENERAL FUND OPERATING APPROPRIATIONS	\$ 57,518,161
TOTAL PARKING FUND REVENUES	\$ 1,216,657	TOTAL PARKING FUND APPROPRIATIONS	\$ 1,216,657
TOTAL PC REPLACEMENT FUND REVENUES	72,020	TOTAL PC REPLACEMENT FUND APPROPRIATIONS	72,020
TOTAL SOLID WASTE FUND REVENUES	6,026,984	TOTAL SOLID WASTE FUND APPROPRIATIONS	6,026,984
TOTAL SEWER FUND REVENUES	6,948,343	TOTAL SEWER FUND APPROPRIATIONS	6,948,343
TOTAL WATER FUND REVENUES	5,310,227	TOTAL WATER FUND APPROPRIATIONS	5,310,227
TOTAL EQUIPMENT FUND REVENUES	3,032,997	TOTAL EQUIPMENT FUND APPROPRIATIONS	3,032,997
TOTAL COMPENSATED ABSENCE FUND REVENUES	100,000	TOTAL COMPENSATED ABSENCE FUND APPROPRIATIONS	100,000
TOTAL OPERATING REVENUES - ALL FUNDS	\$ 80,225,389	TOTAL OPERATING APPROPRIATIONS - ALL FUNDS	\$ 80,225,389
CAPITAL:			
PARKING FUND CAPITAL FUNDING	\$ 181,000	PARKING FUND CAPITAL APPROPRIATIONS	\$ 181,000
SOLID WASTE FUND CAPITAL FUNDING	700,000	SOLID WASTE FUND CAPITAL APPROPRIATIONS	700,000
SEWER FUND CAPITAL FUNDING	1,342,000	SEWER FUND CAPITAL APPROPRIATIONS	1,342,000
WATER FUND CAPITAL FUNDING	1,830,300	WATER FUND CAPITAL APPROPRIATIONS	1,830,300
EQUIPMENT FUND CAPITAL FUNDING	1,393,233	EQUIPMENT FUND CAPITAL APPROPRIATIONS	1,393,233
TOTAL CAPITAL FUNDING - OTHER FUNDS	\$ 5,446,533	TOTAL CAPITAL APPROPRIATIONS - OTHER FUNDS	\$ 5,446,533